

Linden Week

COMMUNIQUE

Vol. Three, No. 23; Feb. 19, 1985

WOLF NAMED TO BOARD OF DIRECTORS - John D. Wolf of Manchester, vice-president and general manager of McDonnell Douglas Electronics Co. in St. Charles, has been elected as the 29th member of the Lindenwood College Board of Directors. Active in volunteer and community events, he is a member of St. Joseph Health Center Development Council in St. Charles, and has served as president of the American Cancer Society West County Board of Directors, the Manchester School Parent Teachers Association and the Glen Trail Local Homeowners Association.

Holding undergraduate and graduate degrees in electrical engineering, Wolf joined McDonnell Douglas Corp. in 1967. He is a member of the Institute of Electrical & Electronic Engineers, the American Institute of Aeronautics & Astronautics and the Electronic Industries Association. Married, he and his wife, Carol Louise, have two sons - Stephen J., 16, and Scott W., 14.

RENAISSANCE MEDAL OF HONOR - The Kiwanis Club of St. Charles (Noon Day) will provide an honor scholarship, valued at nearly \$2,500 annually, to be awarded each spring to an outstanding Lindenwood student. Called the "St. Charles Kiwanis Renaissance Medal of Honor," the award will be matched financially by the college, enabling the student to receive full tuition for one year.

"This scholarship will be given to a student, one of our best, who exemplifies the highest academic and community standards," said Jim Thompson, major funds coordinator. The student must have a 3.7 or higher GPA and be active in campus and community events, such as the student newspaper or yearbook, church or campus and/or community organizations such as the Lindenwood Circle K Club, he added.

With a membership of nearly 25, the Circle K is a coeducational campus organization hosted by the Kiwanis Club. Founded recently, it is the first international organization on campus, providing service to the college and St. Charles community.

A special committee has been formed to select the outstanding recipient of the award. It consists of three Kiwanis representatives along with William B. Schaefer, immediate past president of the club and founder of the Circle K; James F. Hood, acting dean of faculty; Larry Sackman, director of financial aid; and Thompson, who serves as advisor to the Circle K. The scholarship and a certificate of recognition will be presented at Honors Day in April. The scholarship is for the following academic year.

For further information on the "St. Charles Kiwanis Renaissance Medal of Honor," contact Thompson at the Development Office, extension #320.

Inter-Departmental...

TO: Faculty, Staff
FROM: Jerry Rufkahr
DATE: 2/19/85
RE: Post Office Procedures



In May, 1983, personnel cutbacks left the Post Office with only one full-time employee. At that time, your assistance was requested in order to process the mail in an efficient manner. Unfortunately, established procedures were followed for only a short period of time. I am again posting the following regulations, and I ask your utmost cooperation in seeing that they are followed.

1. Only authorized personnel are allowed in the Post Office. No one will be permitted inside the Post Office to pick up or disperse mail.
2. You must have a mailbox key to receive mail. If you do not have a key, or if you need additional keys, please ask to have a key(s) made. No mail will be handed through the window.
3. Please sort your mail into separate groups (on campus or off campus). All foreign mail must be brought to the attention of
4. The flaps should be left up (open) on all out-going mail which needs to be sealed. Brown 9x12" envelopes should be sealed and clasped, as should very thick envelopes. Over-stuffed envelopes cannot be put through the mailing machine.
5. Account numbers must be in the upper right-hand corner for all out-going mail.
6. All on-campus mail must have (1) a name and (2) a box number.
7. For third-class bulk mailings:
 - (a) You must have 200 or more letters for bulk mailings.
 - (b) All bulk mailings must be accompanied by a correctly-approved Inter-Departmental Order (IDO) and must be signed by Jerry Rufkahr.
 - (c) All materials have to be the same (such as same envelopes, letters and insertions), and there can be no personal notations inside or outside of the envelope.
 - (d) A bulk permit stamp must be in the right-hand corner. For your convenience, the Printing Center can print the bulk permit on your envelope. See Kris Cordes for details.
 - (e) Flaps should be left up if mail needs to be sealed.
 - (f) The Post Office must have one week's notice for bulk mailings. This amount of time is needed to arrange for processing and to deposit money in our bulk postal account.
 - (g) All mailings must be received in proper zip code order.
 - (h) You might consider a sample mailing to your residence. This will give you an idea of how long it takes for your mailing to be received.

Thank you for your cooperation and patience.

PRESIDENT TO ASSUME ACTING V-P POST - President James I. Spainhower will serve as acting vice-president for finance until a successor to Lawrence Elam is named. Applications and referrals for the position, which Elam will resign February 28, can be sent to the President's Office.

A member of the college's administrative staff since 1981, Elam has accepted a financial officer's position with a California organization involved with the promotion of international higher education (not a "financial aid officer's position" reported incorrectly in last week's issue.

And, don't forget the farewell luncheon February 27 in the Cardinal Room of Ayres. Reservations can be made by contacting Marlene Niederhelm at extension #200.

ADMINISTRATIVE OFFICE RELOCATION - The office of Kris Cordes in the Printing Center has been relocated to #6 Roemer, the Public Relations Office. The change establishes the administrative functions of the Printing Center to be located in #6 Roemer, and the Printing Center offices to be utilized for typesetting, layout, production and printing. Coupled with the relocation, Cordes will be serving as interim administrative assistant to Public Relations Director Randy L. Wallick. Cordes' extension, #314, remains the same, while a new telephone extension, #341, has been given to the Printing Center in #3 and #5 Roemer.

Faculty/Staff...

A MESSAGE FROM LARRY ELAM - "The last issue of 'Communique' announced that Marlene Niederhelm, who has been my secretary for four years, was moving down the hall to be President Spainhower's secretary. I will miss her but feel very fortunate that Michelle Medina, who has been with the college for a year and most recently, handled accounts receivable in the Business Office, will move to the secretary position this week.

"I believe it speaks well for the collage as we have upward promotions within the staff, both for the competence of our employees and the retention of experience. Stop by and welcome Michelle."

A PROUD FATHER - Arne Rickert, son of LCIE Faculty Advisor Richard Rickert, has been elected coeditor of the DAILY TAR HEEL, the student newspaper at the University of North Carolina-Chapel Hill (UNC-CH). Competing against three others to win the election, he is completing his first novel, for honors in creative writing, and finishing his second major, English.

Rickert said his son is remembered "for his work on the blackboards of the former LCIE offices in Young Hall under the name, 'The Graffiti King.'" Rickert concedes that "since his work there is no longer visible, LCIE can safely claim some credit for Arne's latest promotion." Rickert earned his Ph.D. from UNC-CH, where he edited the CAROLINA QUARTERLY as a graduate student. Arne's mother teaches English at Washburn University in Topeka, KS.

MORRIS NAMED TO STATE BOARD - Athletic Director Marilyn Morris has been elected to the Missouri Junior Miss State Executive Board. She will represent St. Charles and other local programs as a member of the state board. Morris also was a scholastic judge at the recent Missouri Junior Miss Pageant, where she gave a presentation to nearly 250 people attending the event.

KING ON TV SATURDAY - Robert W. King, associate professor of business and economics, will appear on KSDK-TV's "Briefing Session" this Saturday at 5 p.m. (the show was rescheduled from February 16 following publication last week) before the network news. The half-hour segment will feature moderator John Roedel and Fred Raines, professor of economics at Washington University, and probe the possibilities and ramifications of President Reagan's proposed cutbacks in the federal budget.

HEAD LIBRARIAN POSITION - Notice is given of a vacancy for Head Librarian at Lindenwood College. The Head Librarian is responsible for all activities of Butler Library and is the supervisor of the library staff. The Head Librarian reports to the Dean of Faculty. Applicants should have an appropriate Library Science degree. The position is available July 1. The deadline for letters of application and supporting resumes is March 15.

Student News...

CAP SESSIONS SCHEDULED TODAY - A special workshop on study skills, note taking and mid-term exam preparation, entitled "All the Right Moves," will be held from 11:30 a.m. to 12:30 p.m. in the Cardinal Room of Ayres Cafeteria and from 7-8 p.m. in Cobbs Hall Lounge today. The workshop, targeted to Lindenwood students, is presented by the CAP Center and peer tutors.

'NUCLEAR ARMS/NUCLEAR WAR' DISCUSSION - As a community service, the college's Lectures & Concerts Committee is presenting "Nuclear Arms/Nuclear War: Threats, Present & Future," February 20 from 7-9 p.m. in Sibley Hall Chapel. It is open to all students, faculty and staff without charge.

The event will feature the showing of "Race to Oblivion," a nuclear arms film, and a discussion regarding the present and future threats of the nuclear arms race. The discussion will be led by Max Pepper, M.D., professor and chairman of the Department of Community Medicine at St. Louis University School of Medicine, and his wife, Anita G. Pepper, Ph.D., professor of epidemiology in nursing at the university's School of Nursing.

Further information on this important event can be obtained by contacting Ann Canale, chairman of the English Dept. and a member of the Lectures & Concerts Committee, at extension #334.

APPLICATIONS ACCEPTED UNTIL THE 28TH - Applications are being accepted through February 28 for appointment to the 1985-86 Residence Staff, and forms are available from the Office of College Life, 107 Roemer. An information sheet and detailed job description are included with the forms. For further information, contact Marilyn Morris or Allen Schwab.

'JUMP BALL' - Allen Schwab, dean of College Life, made his coaching debut recently with the men's basketball team and a match against Concordia Seminary. It was a rough game but Schwab, Coach Bob Benben and the team won, 65-64.

"You die a thousand deaths sitting on the bench with the team," Schwab said, "but it is terrificly exciting. You feel like a participant and are included in everything from strategy planning to half-time excitement in the locker room. It was truly an exciting experience," he added.

The February 4 game was the first time Benben has used honorary coaches. "We hope to do more of this next season, not only with basketball but maybe softball and soccer. We want to include the student and nonstudent in an out-of-classroom experience, and we hope this will give everyone such an opportunity," said Athletic Director Marilyn Morris.

DIET COUNSELOR AVAILABLE TO ALL - Jane Henthorn, R.N., campus health director, reports a diet counselor is available to all students as well as faculty and staff. "If you want to lose or gain weight, make sure you're getting enough calcium, iron or vitamins in your diet. Or, if you want to learn ways to lessen the amount of sodium or cholesterol you eat, call the Student Health Center at extension #270." Beginning March 4, Donna Polumbus, a student finishing her practicum in dietetics, will be available on campus to provide nutritional counseling. "She will be scheduling appointments on Mondays and Wednesdays during March. You can call now to schedule a session with her," Henthorn said.

'AN EVENING WITH ELIE WIESEL' - Webster University will host "An Evening with Elie Wiesel" March 4, beginning at 8:30 p.m. in the Loretto-Hilton Center, 130 Edgar Rd. in Webster Groves. Wiesel is an articulate spokesman for the Jewish people, a major figure in the human rights movement and chairman of the United States Holocaust Memorial Committee. Contact George Wilcox in 211 Roemer or call him at extension #230 for details about the program or for information regarding carpooling. All Lindenwood community members are encouraged to attend this event.

HATS OFF TO THOSE WHO DONATED BLOOD - Lindenwood College made the list of "Goalgetters" in the January/February issue of TODAY, published by the St. Louis Chapter of the American Red Cross. Students, faculty and staff who donated blood enabled the college to achieve 115% of its blood drive for the fall semester. Congratulations!

WANT TO EARN SOME POCKET MONEY? - THE TIMES is a monthly tabloid mailed to residents of St. Peters, O'Fallon and Wentzville. The newspaper is looking for bright, articulate Lindenwood students to sell display ads to local businesses. A 15% commission is paid on all sales. Students can determine their own prospects and work at their convenience. If you're interested, write a brief note about your qualifications (no experience is necessary) to Carl Baczenas, c/o THE TIMES, P.O. Box 9671, O'Fallon, MO 63366. Baczenas will be on campus in the near future to interview those interested in this part-time position.

JOB SEARCH WORKSHOP - Students can learn how to unlock the hidden job market, find a job that matches their personalities and learn how to write effective resumes at a Job Search Workshop, slated February 25 from 7-10 p.m. at the CAP Center. Mastering basic interviewing skills and generating career opportunities also will be explored. Preregistration is required. To do so, call the CAP Center at extension #237 today.

RESIDENCE STAFF OPENINGS - Applications for appointment to the 1985-86 Residence Staff are available in 107 Roemer or the CAP Center.

"While many people apply each year, it also seems likely there are a number of men and women capable of making an important contribution to the staff who may not give serious thought to applying unless someone suggests it to them," said Allen Schwab.

"If you know of such a person who will be on campus for the 1985-86 fall and spring terms, with at least a sophomore standing, and who you believe would work positively with people in the residential setting, I hope you will encourage that person to apply. If you would like to nominate someone, that would be fine, and a recommender's name will be kept in confidence if you so desire," he added.

For applications or further information, contact Schwab at extension #230.

TUTORIAL ASSISTANCE AVAILABLE - Cindy Schiermeier, student coordinator of tutoring services, reports the CAP Center is offering tutorial assistance for both day and evening students.

"Peer tutors are available in a variety of academic areas. This service is not limited to students having difficulty with specific subjects, but is extended also to those who want to improve their grades," she said. "Peer tutors can help students reach a level of academic excellence rather than settle for merely 'passing' grades," she adds. Those who want to work with peer tutors can call the CAP Center, extension #316, for an appointment, or they can stop at the center and make arrangements.

LINDENWOOD COLLEGE

WOULD LIKE TO INVITE YOU
TO A

FINANCIAL AID WORKSHOP

ON

wednesday, february 27

AT 7:30 p.m.
YOUNG HALL LOUNGE

WE WILL BE DISCUSSING

**financial aid application
and procedures**

**followed by individual
counseling sessions**

PRESENTED BY:

LARRY SACKMAN
Director of Financial Aid

R.S.V.P. 946-6912 ext. 213
BY FEBRUARY 25, 1985