

# COMMUNIQUE

"Your Communicative Link with the Lindenwood College"

Vol. 2, No. #30; March 19, 1984

## ADMISSIONS SCHEDULES 'VIP WEEKEND' APRIL 8-9

Visiting students from the area and out-of-state will be on campus April 8-9 when the Admissions Office sponsors its "VIP Weekend." Faculty and staff members are asked to take part in the event and attend dinner on April 8 and lunch on April 9 in the cafeteria. Reservations are required for both meals, and they can be made by calling extension #213.

The Admissions Office also requests faculty members have visiting students attend their classes on April 9. Again, confirmations for class visits can be made by calling #213. If anyone has a particular activity or event to sponsor during "VIP Weekend," contact Marilyn Morris at extension #214.

## DAVID HINES ENSEMBLE TO APPEAR MARCH 25

The David Hines Ensemble, a well-known jazz group that performs traditional, contemporary and experimental jazz, will appear in concert March 25 at Sibley Chapel. Sponsored by the Lectures & Concerts Committee and the St. Charles County Arts Council, the 3 p.m. concert is open to all faculty and students as well as the community. Tickets, priced at \$4<sup>00</sup>, are available at the Box Office in Roemer Hall or at the door.

Hines has been called by St. Louis music critics as "arguably the finest jazz trumpet player in town" and "certainly one of the most versatile." Hines, who began his jazz career in the early 1960s in St. Louis' famed Gaslight Square, is a veteran of world tours with the Ray Charles Orchestra and the Woody Herman Band. A graduate of the Chicago Conservatory of Music, he has performed as a trumpeter and jazz soloist at the Westport Playhouse with Phyllis Diller and has worked with the St. Louis Mury Opera, Ike and Tina Turner, the Albert King Blues Band, the American Theatre Orchestra and the T-Bone Walker Blues Band.

His recently-formed group is composed of some of the area's outstanding young jazz stylists that deals both with traditional jazz dating from the 1940s to contemporary and experimental sounds of today.

## POLICY REQUIRES SICK LEAVE, VACATION REPORTS

Recent audit guidelines require that Lindenwood maintain records of all sick leave and vacation used by all employees except faculty members. The purpose of this requirement is to record vacation and sick leave used under the college's benefits plans, reports Lawrence C. Elam, vice-president of finance.

"The problem is that some employees consider this procedure a time card and, being salaried, do not understand why they should file," he said. "It is not a time card or record of hours worked, either regular or overtime. We have been criticized by auditors in the past for not maintaining records, and we must require that this procedure begin immediately for all administrative personnel," Elam added.

Forms are available in the Business Office for reporting sick leave and vacation. Further information can be obtained by contacting Adranna Stapleton at extension #392.

## 'THIS WEEK AT LINDENWOOD COLLEGE'

- TODAY - 7 p.m., CASA Student Recital, Sibley Hall Chapel
- TUESDAY - 9 a.m., St. Charles Life Underwriters meeting, 209 Roemer Hall
- 4 p.m., CASA Rehearsal, Sibley Hall Chapel
- 7:30 p.m., Financial Planing Seminar, Young Hall Lounge
- WEDNESDAY - 8 a.m., Family Stress Council, Young Hall Auditorium
- 10:30 a.m., Historical Society Tour of Sibley Hall
- THURSDAY - 5 p.m., Meeting for probation students, 111 Young Hall
- FRIDAY - 6:30 p.m. and SATURDAY, 10 a.m., Youth in Need, Young Hall Lounge
- SUNDAY - 3 p.m., David Hines Ensemble, Sibley Chapel
- 6:30 p.m., Religious Council meeting, MAB Parlor

## LINDENWOOD FILM, DINNER SLATED MARCH 26

Mary E. Ambler, librarian emeritus and archivist, will present a talk on Maj. George and Mary E. Sibley, Lindenwood founders, March 26 beginning at 7:30 p.m., in Young Hall Lounge. Following the talk, she will show a video film on the college's founding, produced by Robert Wadlow, an LCIE graduate student. The film showing and discussion will follow a 6:30 p.m. potluck dinner sponsored by the St. Charles Chapter of the Lindenwood Alumni Club. All area alumni are invited to the dinner, while the public as well as faculty members and students are invited to the film presentation and discussion.

James I. Spainhower, President

Randy L. Wallick, Editor

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### MEMO REGARDING PHOTOCOPIES

The college is returning to a key system for use of the photocopier in the Duplicating Dept. Certain departments with high volume will be issued a key, while all other departments can use the key in Duplicating. This is necessary for control purposes. Kris Cordes can explain the use of the key to all personnel.

Employees are reminded to make sure all settings are correct before making copies. You will be charged for all usage. We have experienced considerable waste with wrong-size paper, toner settings, copy numbers, etc.

### OOPS . . . WE REALLY GOOFED!

Contrary to popular belief, our overworked public relations director does make an occasional mistake. One of these errors appeared March 5 -in of all places - the "President's Preface." The president's message concerned a plea for rejecting the repeal efforts for the eight percent tax on utilities that will be on the ballot April 3. The president explained that the repeal would be most damaging, not not damaging as written. Facing the choice of a severe beating or correcting the error, Wallick chose the latter and he apologizes that this one-word mistake changed the entire tone of the president's request. Dr. Spainhower again reminds faculty and staff members that it would be in the best interests of both Lindenwood College and the St. Charles community to vote against the repeal issue.

### FACULTY MEETING SCHEDULED MARCH 29

A special faculty meeting has been scheduled March 29 beginning at noon in 101 FAB. The purpose is to discuss the North Central Association's visitation which begins in April. All faculty members are requested to attend the meeting.

### TAX PREPARATION SEMINAR SET MARCH 29

The Business Administration Dept. once again this year will offer a seminar on personal income tax preparation for all faculty members. Scheduled for four o'clock on March 29, Babcock Center Lounge in Cobbs Hall, the seminar will be instructed by Robert L. Hulett, CPA, associate professor. For those planning to attend, or for further information, contact Marilyn Leach at extension #266 in the Business Administration Dept.

### MEDIA PROFESSIONALS TO DISCUSS CAREERS, EMPLOYMENT

Six area media professionals will discuss their careers and the opportunities for employment in the communications profession when the Communications Dept. sponsors a career day, March 28, from 9:30-11:30 a.m. in Young Hall Auditorium. Open to all students and faculty members, the free event will feature such well-known Lindenwood College alumni as Gordan Atkins, a former disc jockey for KSHE-FM Radio; Kathy Leonard, a reporter for KSOX-TV, Channel 5; Frank Oberle, a freelancer and photographer for LIFE magazine; Cynthia J. Schipper, public relations account executive for Arogon Advertising; Robin Smith, a reporter for KMOX-TV, Channel 4; and Casey VanAllen, a disc jockey for KHTR-FM Radio.

= COMMUNIQUE #30 =