
COMMUNIQUE



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LINDENWOOD
COLLEGE

NOV. 10, 1987

'ARTISTS AS TEACHERS' EXHIBIT OPENS

"Artists as Teachers" is the title of a varied media exhibit at the Hendren Gallery now through December 1. Open to the Lindenwood community from 9 a.m. to 5 p.m. daily and from 1-4 p.m. on weekends, the exhibit features works from artists/teachers from public and private schools in St. Charles County. Media include paintings in oil, acrylic and watercolor; drawings in charcoal, pencil, colored pencil and pastel; ceramics; and photography.

A MESSAGE FROM THE PRESIDENT REGARDING EMPLOYEE HANDBOOKS

TO: Full-Time Faculty & Staff
FROM: James I. Spainhower
RE: Employee Handbook

All full-time faculty and staff soon will receive a copy of the new Employee Handbook. The format of the handbook is on letter-size paper in a three-ring folder so it can be updated as changes are made in policies affecting employees.

There are a number of changes in policy in the new handbook, so I strongly would recommend that every employee take time to read it, paying special attention to policies in which any employee has a particular interest. Each employee is responsible for becoming acquainted with those sections of the handbook that apply to either faculty or staff. In the future, as changes are made in the policies included in the handbook, these changes will be communicated to all employees as quickly as possible and, from time to time, revised policy statements will be issued for inclusion in the handbook.

If any employee has a question about policies covered in the new handbook, contact your supervisor or, in the case of members of the faculty, the Dean of Faculty.

Copies of the new booklet will be available next week from Adranna Stapleton in the Personnel Office, 29 Roemer Hall.

I also want to call the attention of all full-time employees who are receiving tuition remission for themselves or their dependents, the requirement that any other financial aid received by the person getting remission from the college, must be turned over to Lindenwood to reduce the cost of tuition remission.

Any employee who knowingly violates this policy is in violation of institutional policies, and may be subject to the loss of educational benefits or employment by the college.

Employees who have any question about this policy should consult Larry Sackman, director of Financial Aid & Scholarships. The complete policy on tuition remission is contained in the new Employee Handbook.

GREAT AMERICAN SMOKEOUT NOVEMBER 19

November 19th marks the 11th annual American Cancer Society's Great American Smokeout, and Lindenwood is taking part in this year's event. The campaign will offer students, faculty and staff who smoke an opportunity to try quitting for 24 hours with the full support and encouragement of their non-smoking peers.

If you'd like to be a "buddy" and "adopt a smoker" on November 19, contact Marilyn Morris at Ext. #222.

COLLEGE PURCHASES TWO VANS

Lindenwood recently purchased two 15-passenger vans for college use and, in particular, for the men's and women's intercollegiate athletic programs. The tan-colored, 1988 Ford vans are being painted with the college's new logo, and soon will be available for faculty and staff use. To reserve one of the vans, contact Tonie Isenhour in the Office of Conferences, Ext. #222.

GRIFFIN 'CREATIVE HAPPENING' WEDNESDAY

The Griffin, Lindenwood's creative society, is sponsoring a "Creative Happening" Wednesday beginning at 6 p.m. in the Cardy Reading Room of Butler Library. The event is an informal gathering for students and faculty to share poetry, music, stories, monologues, etc. Everyone is invited to listen and/or participate. Refreshments will be served.

LAST CALL FOR 'WHO'S WHO' NOMINATIONS

This is the last chance to nominate outstanding juniors, seniors and graduate students for recognition in the national directory, WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES. Nominees should exemplify high standards for scholarships, citizenship, service to the college and the potential for future achievement. Nominations will be accepted at either the College Life Office, CAP Center or Campus Box #737 until noon on Thursday. Question? Call Marilyn Morris at Ext. #222.

UNITED WAY DEADLINE IS NOVEMBER 18

If you haven't made a contribution to this year's United Way Campaign, you have until November 18 to do so. Faculty and staff members have been asked to make a voluntary, tax-deductible contribution to this year's campaign to show Lindenwood supports the United Way's efforts. If you've misplaced your pledge card, or if you want further information about payroll deduction plans, contact Adranna Stapleton in the Personnel Office.

AUDITIONS SLATED FOR DOWNSTAGE PRODUCTION

The Performing Arts Dept. will conduct auditions for its next Downstage Theatre Production, "Dark Star," on Wednesday and Thursday from 6:30-8:30 p.m. in Room 213 of the FAB. Auditions will consist of cold readings. To be performed Feb. 11-13, 1988, "Dark Star" is an original play by George Hickenlooper about the life of Sara Teasdale, a St. Louis poet. For further information on this week's auditions, contact the Performing Arts Dept., Ext. #218.

1987-89 COURSE CATALOGS AVAILABLE

Huzzah! Huzzah! 1987-89 Lindenwood Course Catalogs have arrived, and may be picked up at the the Undergraduate Dean's Office, 107 Roemer, or the Registrar's Office, 113 Roemer. One to a customer.

SENIOR CLASS PICTURES

Don't forget, senior class pictures will be taken Friday, November 13, and Wednesday, November 18, from 9 a.m. to noon and from 12:30-4 p.m. in the Parlor of Sibley Hall. Dress semi formal. If you have not signed up for an appointment, contact Susan Sagarra at Campus Box 562 or call 227-9911.

RED DOT T-SHIRT SALE AT BOOKSTORE

The Bookstore is having a Red Dot t-shirt sale this week with 25 percent savings on selected shirts. Stop by and check out the shirts marked with a red dot!

PSYCHOLOGY GROUP TO MEET NOVEMBER 17

Deb Page Adams will discuss her work with abused women when the Psychology Interest Group meets next Tuesday at noon in Ayres Cafeteria. The session is open to all Lindenwood students as well as faculty and staff. For additional information, contact Lise Smith, secretary, at Campus Box #545.

INTERESTED IN TENNIS?

A reception and open house for Lindenwood students interested in tennis will be held Friday from 4-6 p.m. at West James Courts on Harvestowne Industrial Dr. Lindenwood is interested in forming a tennis team, and use West James indoor facilities for workouts on Thursdays from 7-8:15 a.m. and for intercollegiate matches. Dust off your rackets and join the group this Friday. If you can't attend but are interested in the team, contact Kathy Quinn at Campus Box #638.

SENIOR EVENTS SCHEDULED

Lindenwood seniors should take notice of the following events scheduled just for them - this Saturday from 9 a.m. to noon, there will be a "Job Search Techniques" workshop at the CAP Center. On December 3 from 9 a.m. until 4 p.m., Sherwood Capital will conduct on-campus interviews for entry-level stockbroker positions. And, on January 11 from 9 a.m. to 4 p.m., there will be a "Gateway to Careers" job fair at St. Louis Community College at Forest Park. Registration is required for all three events; to register, simply call the CAP Center at Ext. #237.