

William and Mary News

Tuesday, September 28
Volume VIII, Number 1



Summing Up

President's Hour Begins Again

Last year President Graves set aside one hour each week to meet individual students informally in his office to discuss current campus issues, hear their suggestions or just chat.

Students liked the idea of being able to see him without an appointment and talk informally with him about anything that concerned them. Several students last year didn't have any particular issue to discuss with him but they just wanted to meet him personally.

President Graves also enjoyed the sessions and the welcome mat is out again. President Graves will hold his first "Open House" September 25 from 4 to 5 p.m. No appointment is necessary. Students may come by his office in Ewell Hall and will be allowed 10 minutes on a first come first served basis.

The second day on the schedule is Oct. 1, also from 4 to 5 p.m. Others will be listed in the News as they are scheduled. Because of the President's heavy schedule, dates are not posted too far ahead to avoid rescheduling.

ASP Needs Help

The Adult Skills Programs needs volunteer tutors. If you would like to help, please come to the ASP classroom, 216 Chancellor Hall (Old Rogers) on Sept. 5 or Sept. 6 between 9 a.m. and 5 p.m.

For further details call the ASP office ext. 4644.

College Welcomes New Faculty

Each year, new faculty at the College include distinguished men and women in a variety of disciplines and promising newcomers to the teaching profession who add variety and vitality to university programs.

Some appointments are temporary and restricted and may be interim appointments to replace faculty on leave. Other new professors will be added as the formalities on contracts are completed.

William Appleman Williams, professor of history at Oregon State University, will be James Pinckney Harrison Professor of History for the spring semester beginning January, 1980.

Author of *The Tragedy of American Diplomacy*, Williams has been recognized since the late 1960s for his controversial and innovative analysis of American foreign policy.

Some historians feel he has created a new school of diplomatic history. In 1978, the Organization of American Historians devoted a section of their convention to his writings, acknowledging the importance of his work. He is recognized as a leading revisionist historian, not only with regard to the development of American foreign policy but also the entire American experience over the past 200 years.

In June he was a member of the faculty of "America and the World," a seminar in economics, political and intellectual history sponsored by the Cato Institute of San Francisco.

Rachel Klein, who has been working on a doctorate at Yale University, will also join the history department. She will be an assistant professor of history and will also be a fellow in the Institute of Early American History and Culture for the next two years.

Mary Carter, author of five novels as well as numerous pieces of short fiction, will be writer-in-residence for the 1979-80 school year. She will teach the seminar in advanced creative writing.

Ms. Carter is the author of *A Fortune in Dimes*, *The Minutes of the Night*, *La Maestra*, *A Member of the Family*, and *Tell Me My Name*. *Tell Me My Name*, published in 1975, was produced as a TV movie by CBS General Electric Theatre and telecast Dec. 20, 1977.

Ms. Carter has published short fiction in the *Kenyon Review*, *Contact*, *Good Housekeeping*, *Seventeen*, *Redbook*, *McCalls*, *Saturday Evening Post*, *Iowa State L. S. Review* and *Boston After Dark* magazines.

She has contributed book reviews to the *New York Times* and has written a column, "Connexions," for the *Vineyard Gazette*. She also published an article on backpacking in the *Sierra Nevada* for *Holiday* magazine.

Ms. Carter has been teaching in the creative writing program at Boston University and from 1968-1971 was a member of the faculty of the graduate program in creative writing of the School of Journalism at the University of Iowa.

During the fall semester, Nancy Bullock McGhee, a former chairperson of the department of English at Hampton Institute, will be a visiting professor in the English Department. This is a return appointment for Mrs. McGhee, who was a member of the department as a visiting professor in 1971. She is currently working on a history of Hampton under commission from the trustees of the institution.

Other new members of the English department will include Rei R. Noguchi of the University of Hawaii at Hilo, and Mathew Winston, a member of the department of English and comparative literature at Columbia University since 1971, who will join the department as

assistant professors. Peter Edward Martin, associate professor of English at the New England College, British Campus in Arundel, West Sussex, England, will join the department as a visiting associate professor during the spring semester. Ross Posnock of Johns Hopkins University will be an instructor in the department.

The Zollinger Professorship in the School of Business Administration will be filled by John F. Kottas, associate professor and coordinator of management science and information systems in the School of Business Administration at the University of Missouri, St. Louis.

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Collegewide Meeting Set

A Collegewide meeting of members of the Faculty and Administration of the College will be held on Tuesday, September 4, at 3:30 p.m. in Millington Hall Auditorium.

The Academic Deans will also take this opportunity to bring the faculties up to date on some of the important awards, recognitions and accomplishments of individual faculty members that are of particular interest to the entire academic community, and Dr. Healy will highlight some of the major educational plans and developments for the coming academic year. Immediately following the session in Millington Hall, all in attendance at this meeting are cordially invited to an informal social hour and refreshments in Andrews Hall Foyer and Gallery.

The Academic Deans, Dr. Healy and I hope that many of you will be able to meet with us for this introduction, both as academic colleagues and socially, to the new college year.

On the following Sunday, September 9, Zoe and I will look forward to having you and your spouses come by the President's House for Brunch.

Thomas A. Graves, Jr.
President



"Trepanning a Recruit" by George Morland (1763-1804) a painting in the College Art Collection, is featured on the front cover of the second edition of the special Alumni Gazette magazine. The painting was donated to the College Art Collection in 1976 by Mr. and Mrs. D. Christopher Taylor and is displayed in the President's House.

Newsmakers

David H. Finifter, assistant professor of economics, was on leave with the Brookings Institution in 1978/79 working with the U.S. Department of Labor. His research on employment and training policy led to the following. He attended the June 1979 meeting of the Western Economic Association, chaired the session on "Labor Economics: Job Training and Education" and was discussant of a paper entitled "An Econometric Analysis of Changes in Impacts of Discrimination on Black/White Earnings Differentials During 1960-70: A Simultaneous Equations Approach." Finifter also completed a working paper entitled "A Longitudinal Analysis of CETA Participants' Earnings: Initial Evidence From Six Continuous Longitudinal Manpower Survey Cohorts." This paper was presented to a group at the U.S. Department of Labor-Employment and Training Administration-Office of Policy, Evaluation, and Research (in July). The paper has been circulated to the policy and technical communities for review. In addition, he recently completed a paper for the U.S. Department of Labor-Unemployment Insurance Service entitled "An Analysis of Labor Market Adjustments of Federal Supplemental Benefits Recipients."

Mario D. Zamora, professor of anthropology, was recently appointed member of the Committee on Anthropology, International Committee on Social Science Information and Documentation, Paris, France. This international body is in charge of publishing the *International Bibliography of Social and Cultural Anthropology*. Dr. Zamora was nominated for the post by Dr. Lalita Vidyarthi, President of the Tenth International Congress of Anthropological and Ethnological Sciences.

Frederick Schauer, visiting associate professor of law, will deliver a paper at the biennial conference of the Royal Institute of Philosophy in Lancaster, England, Sept. 15. His paper, "Free Speech and the Paradox of Tolerance," will be the subject of a panel at the conference. Before joining the Marshall-Wythe faculty in 1978, Schauer was for two years a visiting scholar with the faculty of law at Cambridge University.

Schauer's recent publications include "Speech and 'Speech' -- Obscenity and 'Obscenity,'" in the *Georgetown Law Journal*, and "Fear, Risk and the First Amendment -- Unraveling the Chilling Effect," in the *Boston University Law Review*. Last spring he also presented a paper, "Pornography and the First Amendment," at a conference on freedom of expression sponsored by the department of philosophy and the School of Law of the University of Pittsburgh.

Jesse S. Tarleton, associate professor of business administration, was invited to write an annotated bibliography on international trade for *The Executive*, a journal published by the Graduate School of Business and Public Administration of Cornell University. His article appeared in the summer issue as part of a symposium on trade.

Alan J. Ward, professor of government, delivered a public lecture on "The Westminster Model of Government" at Auburn University in Montgomery, Ala., August 1. He also lectured on contemporary British politics to students of history and political science and appeared on WCOV-TV in Montgomery.

E. Rae Harcum, professor of psychology and department chairman, has been reelected to serve a second one-year term as Chairman of the Virginia Board of Psychology.

Henry E. Mallue, Jr., associate professor of business administration, chaired a panel discussion on "Teaching Real Estate Law - Is It Different?" at the national convention of the American Business Law Association in Hot Springs, August 16-19.

Lou Messier, associate professor of education, will be the new coordinator for the Division of Curriculum and Instruction for the 1979-80 school year.

Messier replaces Doug Prillaman who will be on leave as visiting professor for the University of St. Thomas in the Virgin Islands.

Clifton Conrad, associate professor of education, has received the first formal review of his book, *The Undergraduate Curriculum: A Guide to Innovation and Reform*, from *Choice*, June 1979.

Choice, a librarians' journal for selecting books for libraries, has cited Conrad's work as: "A refreshing and important addition to the literature of undergraduate curriculum development. Previous works in this area have been bound largely by an academic concern over content and content reorganization, but this work reveals Conrad to have a legitimate and sound understanding of the principles of systematic curriculum planning. Because of this assumption, this work should supersede other volumes on the subject and be a strong help to those concerned with undergraduate

curriculum improvement as opposed to the mere reshuffling of content."

Douglas Prillaman, associate professor of education, will spend school year 1979-80 as visiting professor at the College of the Virgin Islands. He will be coordinating the development of the first master's program in special education on both islands of St. Thomas and St. Croix.

Prillaman is director of the mainstreaming project in special education currently underway at the College. His proposal for this project received funding of \$128,000 from the Department of Health, Education and Welfare for a two-year period. The teacher education program in mainstreaming is designed to educate elementary school teachers and principals in the skills and attitudes necessary to provide for the transition of handicapped pupils from segregated classes into regular classrooms.

The mainstreaming project was well received in this area with 35 teachers participating from Hampton, York County, Poquoson, New Kent, Charles City, and Williamsburg-James City County schools.

Prillaman is author of a book to be published this fall entitled *Educational Diagnosis and Prescriptive Teaching*.

"Further Observations on Agostino Carracci's 'Venus' in the Farnese Gallery in Rome by **Miles Chappell**, associate professor of Fine Arts, was published in *Studies in Iconography*; also a book review of A. M. Schulz's monograph on the 15th century sculptor Bernardo Rossellino by Chappell was published in *The Renaissance Quarterly*.

Education Wins Accreditation For Doctoral Programs

The School of Education has been granted initial accreditation for its doctoral programs by the National Council for Accreditation of Teacher Education (NCATE).

The programs, which include preparation of elementary and secondary principals, school superintendents and guidance counselors, were cited by the NCATE for their clearly stated objectives and strong emphasis on supportive coursework.

The faculty of the School of Education received special accolades from the NCATE, which stated that they were "clearly responsible for the initiation, development, and implementation of advanced programs." The council also noted that faculty members supporting the doctoral programs possessed "outstanding credentials."

"It confirms my view of the faculty and staff as outstanding," said Dean James Yankovich in speaking of the NCATE's praise. "They are basically an unselfish group of individuals who look out for the best interests of the College and the School of Education."

Yankovich said that out of 777 schools and departments of education in the United States, only 85, or nine per cent, are accredited by the NCATE for doctoral programs.

Faculty task forces under the direction of Associate Dean Robert Emans

prepared two volumes for the NCATE detailing both the master's and doctoral programs, and another two volumes of evaluation were prepared for the State Department of Education.

The NCATE volumes, which took a year to compile, were only one facet of the rigorous evaluation that the School of Education submitted to. The volumes were sent in advance to the 16-member visitation team selected by the Council to examine the School of Education. The team members, all of whom were practicing professionals, stayed in Williamsburg for several days to investigate the programs and make their recommendations, which the chairman of the team then forwarded to the NCATE headquarters in Washington, D.C.

Dean Yankovich and Associate Dean Robert Emans appeared twice before a jury of NCATE officials to answer questions concerning the school and its programs. The hearing was the last step before the NCATE made its final report on the School of Education, voting to grant accreditation to the doctoral programs.

William and Mary is one of the smallest of the schools of education accredited by the national council, which is the only national school and teacher accrediting agency in the United States.

On July 21, **Julia B. Leverenz** and **Jean Wyer** of the School of Business Administration gave a presentation to more than 100 members of the Peninsula Women's Network on "Professional Image: The Many Variables." Ms. Leverenz is director of the Women in Business Program at the School of Business Administration.

Hugh Sisson

Hugh H. Sisson, Jr., 60, former bursar at the College and former director of admissions at Old Dominion University, died at his home in Virginia Beach, August 11.

Mr. Sisson was bursar at William and Mary from 1952-1962 and admissions director at ODU from 1965 until 1975. He also was a retired lieutenant commander in the Navy.

Survivors include his widow, Mrs. Frances B. Sisson of Virginia Beach; two daughters, Mrs. Frances Gerwin of Pottsville, Pa., and Mrs. Mary Landon of Virginia Beach; and two sons, Hugh Sisson, III, of Virginia Beach, and Mac Sisson of Gloucester Point.

Jess Cloud

Jess Cloud, 376 Merrimac Trail, died August 11 at Williamsburg Community Hospital after a short illness. He was 62.

Mr. Cloud retired last year as coordinator of communications for the Office of Development at the College, where he also taught for Project PLUS, an interdisciplinary study program. He had also served as a part-time professor for Christopher Newport College and George Washington University.

He worked for many years as vice president and creative director of public relations and advertising for the New York firm of Michel Cather Inc.

After leaving the field of advertising, he entered the School of General Studies at Columbia University. In 1970, he received his bachelor of arts degree, summa cum laude; in 1971, he received his master of arts degree with high honors, and in 1974, his doctor of philosophy degree with distinction. While at Columbia, Mr. Cloud was director of publications for the Columbia University School of Law from 1972-73 and taught for the School of Continuing Education at New York University.

From 1973 until he joined William and Mary's Office of Development, Mr. Cloud was an assistant professor and director of public relations at Hampshire College in Amherst, Mass.

In his position at William and Mary, he handled all communications and publications for the successful Campaign for the College, including the production of a prize-winning case statement booklet for the campaign.

Mr. Cloud was a member of Phi Beta Kappa and the Modern Language Association.

Survivors include his widow, Mrs. Sara Cloud.

Foreign students befriended Scalise Seeks Host Families

Eric Scalise's credentials qualify him as the No. 1 man for the job he is doing — helping foreign students get settled on campus.

A world traveler and the son of a diplomat, he has lived in many foreign countries and has great empathy for the many adjustments students from other countries have to make when they come to this country to study.

"A lot of students are shy when they come and are afraid to initiate friendships with students of the host country. . . . These students have a lot to contribute to the life of the campus . . . They may represent the future leadership of their countries . . . They are tomorrow's leaders and while they are here they need to be accepted and loved," said Scalise.

Scalise, a 1978 graduate who is working on his master's degree in education, in agency counseling, is working with Joseph P. Healey, Associate Dean of Students for Extramural Programs, as coordinator of the Host Family program on campus.

Through the Host Family program faculty and community groups agree to serve as the "family" for a foreign student.

"There are no real obligations," Scalise said. "It is pretty much up to the individuals and a wide range of associations can develop."

Host families don't necessarily have to be families in the traditional sense either, he explained. Local churches and groups of students who live in an apartment complex have served in that capacity in the past.

What can a host family do? For starters they can help a student get settled in new housing, invite them to dinner, provide transportation for a shopping trip, or include visiting students in a special outing or family event.

Christmas and Thanksgiving are special times when foreign students need family-type friends, said Scalise. "Few can afford to fly halfway around the world to spend a week or two in their own homes and so they stay in Williamsburg."

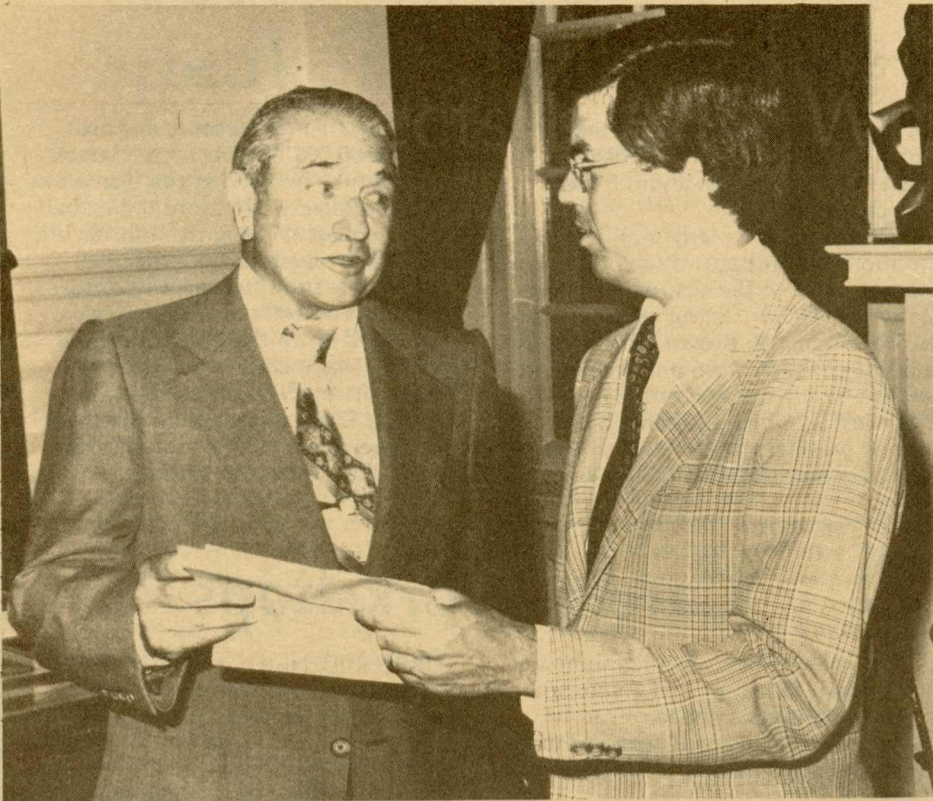
Recital Planned in Wren Chapel

The music department will present a clavichord recital by Cleveland Johnson of Chesapeake, Tuesday, September 4, at 8:15 p.m. in the Wren Chapel.

Johnson will present a program of music by Johann Sebastian Bach and his family. Compositions include three preludes and fugues from *The Well Tempered Clavier, Book II*, two sonatas by Johann Christian Bach, a "Prussian" sonata by Carl Phillip Emmanuel Bach, and a fugue in D Major by Wilhelm Friedemann Bach.

Johnson is a graduate of the Oberlin Conservatory, where he majored in organ under William Porter. He spent last year in Europe and studied under Harold Vogel, one of the leading authorities on German Baroque performance practice.

The clavichord, despite its softness, was highly esteemed by the Bach family. Johann Sebastian preferred it for practice, and Carl Phillip Emmanuel composed many pieces with its special qualities in mind. Johnson will perform on an instrument by Keith Hill of Grand Rapids, Michigan, one of the outstanding clavichord builders in America today. The Wren Chapel, with its lively acoustics, provides an ideal setting for music on the clavichord.



State Senator William Fears (l) was on hand at the President's Office last Friday to present a check for \$5,000 to compensate an out-of-state student who sustained significant injuries when she was criminally assaulted over a year ago.

Fears, who was the sole patron of a special General Assembly bill which authorized the payment, presented the check to Dean of Students Samuel Sadler for Barbara Logan, a Michigan student who was assaulted while jogging one morning before classes at William and Mary. Ms. Logan was shot in the head by an assailant who was later convicted and sent to prison.

Because she was not a resident of Virginia, Ms. Logan was not eligible under the Criminal Compensation Act passed by the General Assembly. Fears convinced the General Assembly to make an exception in the case of Ms. Logan, and later the act was amended to cover out-of-state students residing at universities in Virginia.

Swem Library Schedule

From: Clifford Currie, Librarian
Subject: Swem Library Fall Schedule

INTERIM SCHEDULE

Saturday, August 18 - Sunday, September 2
Monday through Saturday 8 a.m.-5 p.m.
Sunday 1 p.m.-5 p.m.

FALL SCHEDULE

Monday, September 3 - Thursday, October 11
Wednesday, October 17 - Tuesday, November 20
Monday, November 22 - Friday, December 7
Monday through Friday 8 a.m.-Midnight
Saturday 9 a.m.-6 p.m.
Sunday 1 p.m.-Midnight

Fall Break

Friday, October 12 - Tuesday, October 16
Friday, October 12 8 a.m.-5 p.m.
Saturday, October 13 9 a.m.-6 p.m.
Sunday, October 14 1 p.m.-5 p.m.
Monday, October 15 8 a.m.-5 p.m.
Tuesday, October 16 8 a.m.-Midnight

Thanksgiving

Wednesday, November 21 - Sunday, November 25
Wednesday, November 21 8 a.m.-5 p.m.
Thursday and Friday, November 22-23 CLOSED
Saturday, November 24 11 a.m.-6 p.m.
Sunday, November 25 1 p.m.-Midnight

READING AND EXAMINATION PERIOD

Saturday, December 8 - Thursday, December 20
Saturday, December 8 9 a.m.-Midnight
Sunday, December 9 1 p.m.-Midnight
Monday-Friday, December 10-14 8 a.m.-Midnight
Saturday, December 15 9 a.m.-Midnight
Sunday, December 16 1 p.m.-Midnight
Monday-Wednesday, December 17-19 8 a.m.-Midnight
Thursday, December 20 8 a.m.-5 p.m.

INTERIM AND CHRISTMAS

Friday, December 21 - Sunday, January 12
Hours will be as follows except for Christmas closing which will be announced later:
Monday through Friday 8 a.m.-5 p.m.
Saturday 9 a.m.-6 p.m.
Sunday 1 p.m.-5 p.m.

PLEASE NOTE: Circulation Desk closes one-half hour before the building closes.



Eric Scalise

Anyone who would like to volunteer to participate in the host program can get further details by contacting Scalise on campus at ext. 4354 or in the evening at home, 229-1163.

There will be over 100 foreign students on campus this year. The largest group are Chinese and come from Taiwan and Hong Kong. There will also be several from India, Canada and Japan and others from Vietnam, Italy, France, England and Australia.

Scalise will also be active this year as president of the New Testament Student Association, a new campus group which will host a freshman mixer on September 8 at 8 p.m. in the Campus Center Ballroom. On September 25 the group will hold an International Folk Dance. Scalise hopes foreign students will participate in the activities of the New Testament association and sees his two jobs as compatible assignments in getting people from different cultures together.

This summer Scalise traveled extensively with his pastor from the Williamsburg Church of the New Testament. Among the countries the two visited was mainland China. "When I turned and saw 200 pairs of eyes focused on me I knew I was the one that was different," said Scalise who feels he knows just how foreign students feel when they are away from their homeland.

Scalise said he took lots of pictures while he was away and plans to write about his trip to China in a forthcoming issue of *Agora*, a bi-weekly newsletter for foreign students that he will be editing.

Bids Due Tuesday For Surplus Sale

A new surplus property sale list from the State Department of Purchases and Supply is available at the Purchasing Office, the Office of University Communications and the Plant Office. Schedules must remain in these offices but prospective bidders are welcome during office hours to scan the list.

Bids will be opened August 31 at 2 p.m. Successful bidders will be required to remit within ten calendar days and remove property within 20 calendar days from the date of the notice of award.

The 1970 Virginia Conflict of Interest Act prohibits any employee, spouse or relative residing in the employee's household to purchase property belonging to the agency by which the person is employed.

For Third Consecutive Year

William & Mary Fund Tops \$3 Million

Paced by the largest dollar increase ever in the William and Mary Fund, private voluntary support of the College in 1978-79 exceeded \$3 million for the third consecutive year.

Gifts and grants from individuals, corporations, foundations and other organizations during the 12-month period ending June 30, 1979, totalled \$3,182,168.

Total cash given to the William and Mary Fund by alumni was \$355,138, compared to \$301,062 during the previous 12 months. This represented a 17.6 per cent increase in cash gifts, which was not only the highest cash increase in the history of the fund but the highest percentage increase in 10 years. Moreover, the total number of gifts to the Fund increased by approximately one-third—from 5,981 in

1977-78 to 8,004 in 1978-79.

The impressive showing in the William and Mary Fund came during the third and final year of the Campaign for the College, which exceeded its three-year goal of \$19 million by more than \$2 million. Dubbed "The Year of the Alumni," the last year of the Campaign placed special emphasis on increasing support for faculty at the College.

The \$3.1 million-plus total for 1978-79 consists of cash or properties in hand and includes no pledges, testamentary commitments, or government grants.

By categories, the College received \$615,159 from corporations and business concerns; \$1,004,624 from alumni, an increase of more than \$125,000 over 1977-78; \$61,208 from

parents; \$931,831 from other individuals; \$558,363 from foundations, and \$11,001 from non-alumni, non-church groups.

"We were particularly gratified by the increased support of alumni during the final year of the Campaign," said Stanley E. Brown, acting vice president for development. Brown attributed the success of the William and Mary Fund to "the hard work and enthusiasm" that Harriet Nachman Storm '64, former president of the Society of the Alumni, contributed as chairman.

Of the \$3.1 million total, approximately \$500,000 is unrestricted which means it may be used at the discretion of the College, while more than a half-million dollars is designated for faculty and staff compensation, either for current operations or capital purposes.

Students at William and Mary gave or pledged more than \$26,000 to the College. This included \$21,172 from 363 seniors in five-year pledges. In addition, \$3603 was collected from 29 law students and \$1815 from 20 MBA students in three-year pledges.

New Faculty

Other appointments in the School of Business Administration include the following: Daniel T. Seymour, University of Oregon, assistant professor; J. Stephen Levkoff, Colgate Darden Graduate School of Business Administration, University of Virginia, assistant professor; Marlin Dale Watt, Christopher Newport College, acting assistant professor; and Ms. Marilyn Mallue, George Washington University, Tidewater Center, visiting assistant professor.

At the Marshall-Wythe School of Law, Arthur R. Gaudio, professor of law and acting associate dean of the Drake University Law School, will join the faculty as a visiting professor of law, as will George K. Walker, professor of law at Yale Law School.

Appointments in the law school also include Charles S. Koch, Jr., DePaul University College of Law, associate professor of law; Ms. Ingrid M. Hillinger, of the firm of Ward and Hillinger, assistant professor of law; and John R. Pagan, who has just completed a judicial clerkship with Circuit Judge Ozell M. Trask, U.S. Court of Appeals, Ninth Circuit, Phoenix, Ariz., assistant professor of law. Pagan, a Marshall-Wythe graduate, was selected as a Marshall Scholar in 1973 and studied at Merton College, Oxford University. Ms. Lynda L. Butler of the Washington law firm of Wilmer, Cutler and Pickering, has also been appointed assistant professor of law.

Edwin S. Dethlefsen, whose archaeological interests range from Colonial life in New England to sunken 17th century Spanish vessels in the waters off Bermuda, joins the department of anthropology as a full professor. He was formerly professor of anthropology at Franklin Pierce College.

Appointments in the biology department for the coming year include Kenneth E. Weber of Williamsburg, a graduate student at the College, acting assistant professor of biology for the fall semester; and Michael Zimmerman, George Washington University, acting assistant professor.

Stephen K. Knudson, associate professor of chemistry at the University of Central Florida, will join the chemistry department as a visiting associate professor for one year. Also a visiting associate professor of

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chemistry this year will be John H. Binks, lecturer at the University of Aberdeen, Scotland, who will be exchanging with David Thompson of the William and Mary chemistry department for the year.

Stephen Meyer, who is currently writing his dissertation for a doctorate in economics at the University of Virginia, will be a part-time acting assistant professor of economics at the College this year. Bruce B. Roberts, a doctoral candidate at the University of Massachusetts, will join the economics faculty as an assistant professor.

Barbara A. Watkinson, assistant professor of art history at the University of Louisville, in Louisville, Ky., a specialist in medieval art, joins the fine arts department as assistant professor. Darryl Baskin, formerly at Windham College in Putney, Vt., joins the faculty this year as acting assistant professor of government.

There are two newcomers to the mathematics and computer sciences department this year, John H. McCabe of the University of St. Andrews, Scotland, visiting associate professor; and James R. Nechvatel of the University of Southern California at Los Angeles, assistant professor.

Barbara Eger, who has been teaching German at York High School, joins the department of modern languages and literatures as visiting assistant professor.

Two new assistant professors of music are Edgar W. Williams, lecturer in music at the University of California at Davis last year; and Charles P. Wolterink, former lecturer in music theory at Yale University.

Mark Conradi, a research scientist in the chemistry division of Oak Ridge National Laboratory, joins the department of physics as assistant professor. David L. Smith of the University of Pennsylvania will be a visiting assistant professor of religion for the 1979-80 session. William D. Harpine joins the department of theatre and speech as assistant professor. He has been a teaching assistant at the University of Illinois at Urbana.

Three new faculty members have been added to the women's physical education department staff. They are Jane E. Crossman from Ohio State University, assistant professor; Candi Cowden from the University of Arizona, instructor; and Jean D. Stettler from Germantown Academy, Fort Washington, Pa., instructor.

Two new assistant professors in the School of Education completed their work on their doctorate degrees in Education this year, Mary Ann D. Sagaria at Pennsylvania State University and Joan E. Sprigle at the University of Florida.

Career Workshops

The Offices of Career Planning and Corporate Relations and Placement have scheduled a series of career workshops this fall for students in all classes including freshmen and seniors.

The workshops are designed to help students start or continue toward their career goals.

During September the following workshops have been planned by the Office of Career Planning:

ORIENTATION: How Can I decide what to do, and how can I find out about the job market?

This one-session program provides an overview of career planning and career decisionmaking, career information and on-campus career services. A brief introduction to job-hunting approaches is provided. All students are encouraged to begin with this session.

Sept. 19, 3:30 p.m. JB 305

Sept. 24, 7 p.m. JB 208

CHOOSING/CHANGING MAJORS (please register in the Office of Career Planning, JB 208, ext. 4427)

A three-session workshop designed to help freshmen and sophomore students gather and evaluate information about majors, occupations and themselves leading to a satisfying choice of an academic major. This workshop is recommended to students prior to the spring consultation with departmental advisors.

Section I Sept. 21, 10:30 a.m.,

CC Room C

Sept. 28, CC

Oct. 5

Section II, 3:30 p.m. Sept. 25 JB 305

Oct. 2

Oct. 9

THE UNDECIDED JUNIOR/SENIOR (establishment of career goals.)

Sept. 18, 3:30 p.m. JB 305

Oct. 1, 3:30 p.m. JB 305

CAREER IDENTIFICATION, a three-session workshop for junior, senior, and graduate students searching for career/job options (register in JB 208 or call ext. 4427)

Section I, Sept. 20, 10:30 a.m.

CC Room D

Sept. 27, 10:30 a.m.

CC Room D

Oct. 4, 10:30 a.m. CC,

Gold Room

Section II, Sept. 26, 3:30 p.m. JB 305

Oct. 3, 3:30 p.m. JB 305

Oct. 10, 3:30 p.m. JB 305

GRADUATE AND PROFESSIONAL SCHOOL INFORMATION (information available on campus, catalogs, directories, financial aid, etc.)

Sept. 20, 3:30 p.m. JB 305

Sept. 26, 10:30 a.m. CC Room C

Placement office orientation session will be held during September as follows: **ORIENTATION** (a one-hour seminar)

Sept. 20, 3:30 p.m. Mo. 220

Sept. 25, 3:30 p.m. Mo. 220

Sept. 28, 11 a.m. CC, Room C

JOB SEARCH STRATEGY

Sept. 26, 3:30 p.m. Mo. 220

INTERVIEWING TECHNIQUES (role playing is part of this hour)

Sept. 27, 11 a.m. CC Room C

The workshop schedule for the rest of the semester will be included weekly in the William and Mary News Calendar. The schedule is also posted on campus. For more information on any of the above programs or those scheduled for the rest of the semester, call either the Office of Career Planning, ext. 4427 or the Office of Placement and Corporate Relations, ext. 4604.

Students wishing to have an informal interview with graduate schools coming to campus can do so by contacting the Office of Corporate Relations and Placement, 104 Morton Hall. Schools that have arranged to be on campus are as follows:

Washington & Lee School of Law
Northwestern School of Graduate Management
The Institute for Paralegal Training
George Washington School of Law
Syracuse University MBA Program
University of Maryland School of Law
Mercer School of Law
Rutgers University School of Graduate Studies
Fletcher School of Law & Diplomacy Study (Tufts University)
Penn State Graduate School of Business
University of Pittsburgh-Graduate School of Business
Cornell Graduate School of Business
Owen Graduate School of Management (Vanderbilt University)
National Center for Paralegal Training
New York University MBA School
Amos Tuck School of Business Administration (Dartmouth)
University of Richmond School of Law
Columbia University Graduate School of Business

Check with the Placement Office for any additions to the above list.

Bids Opened

Lockwood Brothers, Inc., of Salters Creek Road, Hampton, is the apparent low bidder for work to be done on the campus to remove architectural barriers for the handicapped.

Lockwood entered a bid of \$191,300 to cover a two-phase work schedule. Lockwood's bid was \$137,742 for the first phase and \$56,344 for the second phase.

Ford, Brinkley, Nader to Speak

Speakers' Forum Sets Sights High

Several student organizations are making an investment in a new program that they hope will do a number of things — engender community support and involvement, heighten school spirit and become a model for other campuses to copy.

The William and Mary Speakers Forum is a coalition of the resources of the Student Association, the Student Legal Forum and the Black Students Organization to bring to campus national speakers for audiences that will include not only members of the campus community, but residents of the Tidewater area as well.

To date, Ralph Nader (Sept. 13); David Brinkley (Oct. 6); and Gerald Ford (Oct. 10) have been scheduled. A total of six speakers is planned for the entire school year; others to be announced later.

The Forum is a subscription series, \$6 for members of the public; \$3.50 for William and Mary students and employees. The student project's success will rest on the response of ticket patrons. All programs will be held in William and Mary Hall which can seat more than 10,000.

David Garland, president of the Student Association who is chief planner until a committee of representatives from the cooperating organizations is set up, talked about how the Forum was started.

"We haven't had many big speakers on campus in the past few years," he said. "Individual groups usually do not have enough funds to be able to afford big names, so we decided to pool our resources so we could get nationally prominent speakers here."

It is also a matter of pumping up some sagging school spirit, explained Garland. "Recently we have had some issues that have definitely alienated some students from the College administration and the result has been to hurt school spirit. I agree with a recent statement by the Board of Visitors and the administration that we have to put these matters behind us now and work together to have a cohesive unit for the benefit of the College in the future."

"We hope this will be one of the best programs in the country," said Garland, "and will get the Peninsula area more involved with the College."

Garland said he thought it was fitting that the program will open Sept. 13 with consumer advocate Ralph Nader who will talk about the energy situation and the present and future role of nuclear power. Nader has spoken on campus before and has drawn large audiences. Also, said Garland, "With the current discussion involving nuclear power plants in Virginia, his talk will be of special interest to area residents."

The return of Gerald Ford to campus will mark the third anniversary of his participation in the final presidential debate October 22, 1976 in Phi Beta Kappa Memorial Hall. Ford will speak Wednesday evening, Oct. 10, after spending the entire day on campus giving a series of seminars to both undergraduate and law school students. His visit, Garland explained, will be apolitical.

Television journalist David Brinkley will speak on Oct. 6 as part of the program especially planned for Parents Weekend.

For the Student Association, the Forum Series adds a new dimension to its service-oriented program for students on campus.

"Whether they know it or not, all undergraduates on campus are members of the Student Association," said Garland who added that in the months ahead he plans to stress the importance and benefits of participation rather than just passive membership.

Is 4H 4U?

For most people, 4H still conjures up visions of sheep, pigs, chickens and girls baking cookies.

But the majority of the 1700 4H members in Williamsburg and James City County are working on projects in photography, electronics, wildlife, dog care, forestry, energy, safety and first aid, and other things that they're interested in and want to learn about.

The range of 4H projects has been greatly expanded and updated in the last few years. Projects are offered in soil and water conservation, community improvement and resource awareness, local government, performing arts and natural resources. There is an "international intrigue" project to increase understanding of alternative lifestyles and cultures. There is even a "Make Up Your Own Mind" project to expand an existing project or to develop an entirely new one.

The 4H program is open to any child from 9 to 19 years old. The program itself, and all the project materials, are free since 4H is sponsored by the Virginia Cooperative Extension Service. Because of this, 4H relies on adult volunteers to work with the members.

If you are interested in working with children on a regular basis, 4H always needs organizational and project leaders to work weekly or twice a month with club meetings and general project work. If you have a hobby, special interest or profession that you enjoy talking about, chances are good that there are 4Hers who would enjoy hearing you talk about it.

There are plenty of opportunities for working with youngsters, either in short term or long range projects on almost any subject. Judges are always needed for various contests which cover the same wide range of materials as the projects.

You might be surprised at how much you would have to offer to the 4H program. 4H will be happy to let you know. For more information, call the James City County Extension Office, 564-3370 or 564-3379.

The Student Association traditionally holds a Book Fair and a bike auction in the fall and this year is putting together 1200 copies of a 27-page orientation guide for new students and a faculty evaluation booklet. The SA will continue to provide a rental service for room refrigerators and is upgrading its Film Series which is available to students at far below market prices.

Garland said he is also looking to boost school spirit with a number of social events. A block party is planned for Bryan Complex and a special luncheon will be served prior to the first home football game, Oct. 6, against James Madison University.

Tickets for the Forum may be obtained either from the SA Office or the Office of the Associate Dean for Student Activities and Organizations, Ken Smith, in the Campus Center.

Grants Awarded For Research

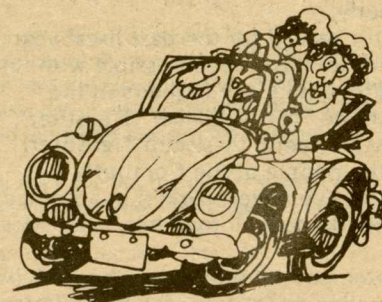
Grants totalling \$128,300 have been received for research work in physics and mathematics and computer science.

Roy L. Champion and Lynn D. Doverspike, both associate professors of physics, are undertaking a study of "The Collisional Dynamics for Collisions of Negatively Charged Uranium Hexafluoride with Atoms and Molecules." The Air Force Office of Scientific Research has funded the project with a grant of \$41,809.

The National Science Foundation has approved first year funding of \$47,516 for work in theoretical physics being done by Carl E. Carlson, associate professor of physics, and Franz L. Gross, professor of physics.

Norman E. Gibbs, William G. Poole and Paul K. Stockmeyer, associate professors of mathematics and computer science, have received an additional \$38,975 from the Office of Naval Research, Department of the Navy, for development and analysis of computer algorithms. A total of \$157,625 has been awarded to date for this project.

Pool It!!



CAR POOL -- Looking to form car pool from Richmond area to Williamsburg. Monday through Friday, 9-5. Call Mary at 737-0315 after 6 p.m. (9/11)

CAR POOL -- Would like to join or form a pool from Ft. Eustis to the College, Monday through Friday, 8:00 a.m. and 5:00 p.m. Call Gail, 887-0755. (8/28)

Graves Elected to CFAE Board

President Graves has been elected to serve on the board of directors of the Council for Financial Aid to Education (CFAE).

Graves, who played a leading role in the College's successful three-year fund raising drive which recently surpassed its \$19 million goal, will attend his first board meeting Sept. 14 at CFAE headquarters in New York City.

Individuals elected to serve on the CFAE board are generally among the most influential members of both the business and academic communities. Together, they work to increase financial aid to institutions of higher learning and to promote a closer relationship between business and education.

The CFAE attempts to keep business leaders across the country and the world informed of the crucial problems facing colleges and universities during hard financial times.

Graves joins the board with a great deal of experience in raising money from private sources while keeping administrative costs down. He recently traveled to meetings of alumni and friends in cities throughout the nation to explain the pressing needs of the College and to encourage stronger financial support.

Graves became the 24th President of William and Mary in Sept. 1971. He came to the College from Harvard University, where he was Associate Dean of the Faculty of the Graduate School of Business Administration. He obtained his bachelor of arts degree in

economics from Yale University in 1947 and the master in business administration and doctor of business administration degrees from Harvard University. Over the past 25 years he has held a number of positions in the management of higher education at Harvard and other educational institutions. He served on the Harvard faculty for 10 years from 1950-1960, when he went to Lausanne, Switzerland, for four years as director of the IMEDE Management Development Institute. In 1964 Graves returned to the United States to become Associate Dean of the Graduate School of Business of Stanford University and Director of Stanford's International Center for the Advancement of Management Education. Then in 1967 he rejoined the Harvard faculty.

Graves is currently serving on the board of directors of the Reynolds Metals Company, the Life Insurance Company of Virginia and the United Virginia Bank in Williamsburg. He is a member of the board of directors of the Virginia Opera Association and of the Southern University Conference. Other current memberships include Rotary International, the Forum Club of Richmond, the Newcomen Society, the Commonwealth Club of Richmond, and the Williamsburg Community Hospital Corporation.

Graves was awarded an LL.D. degree by the University of Pennsylvania in 1975, and a Litt. D. degree from the College of Charleston in 1976. He is currently serving on the Business-Higher Education Forum of the American Council of Education.

"Employees' Days" During Football Season

As a token of the esteem and appreciation of the College community for our employees, the following dates have been designated as "Employees' Days" for football games at William and Mary:

September 15, 1979 -- Colgate University
November 24, 1979 -- East Carolina University

A total of 100 complimentary tickets for each game will be issued to Permanent College employees who have an annual salary that does not exceed \$7344.00 as of July 1, 1979. College employees with long service and retirees who fall within the stated salary limitation will be given preference. Eligible individuals may obtain the complimentary tickets by applying in person at the College Personnel Office.

Employees are advised that they may purchase additional tickets at reduced rates through the William and Mary box office.

I. H. Robitshek
Director of Personnel

Staff Offers Prompt, Courteous Service

Treasurer's Office Collects It All - With a Smile

For the first time that anyone can recall, the College is starting a new school year with no student accounts outstanding from the previous year.

Approximately \$15 million was collected last fiscal year by the treasurer's office in tuition fees, room rents and meal tickets. Some 8,100 student accounts were processed and there is not even one penny listed in delinquent accounts.

The staff of the treasurer's office has been working for the past several years to gain a new image of helpfulness and efficiency and Mrs. Diane Rice, supervisor of student accounts, believes that team work in the office and a friendly attitude towards the students has helped bring this about.

"We felt that the difficulties that we had in the past were due to a lack of communication and as soon as we opened up the channels of communication and got everyone working together we found things went very smoothly, but we still have room for improvement," she said.

Mrs. Rice's assistant is Mrs. Debbi Kyte who has been a member of the College staff for five years. She works closely with the Computer Center and has been instrumental in setting up new computer programs with Judy Ewart, systems analyst at the Computer Center.

Among her many duties, Mrs. Kyte specifically handles meal tickets and is constantly checking to be sure printouts are completed on time and bookkeeping systems are kept up to date and accurate. This summer she helped design a new system for getting add-drop entries for Summer School through the system more efficiently and lessening the amount of manual posting involved by using the computer.

"I cannot stress enough how valuable each member of the staff is to our operation," said Mrs. Rice, "and Debbi especially deserves a great deal of credit for all she does to help us accomplish our goals."

Miss Pam Flowers, who has been with the College one year, works with students and also provides vital clerical assistance for the office. A new member of the staff this year is Ms. Sherlene Wright who was formerly employed at Virginia Commonwealth University.

Working closely with the Student Accounts section are Mrs. Lois Shields, cashier, and her assistant, Mrs. Sheila Chandler. It is the responsibility of Mrs. Shields to see that all monies received by the College are recorded properly.

"Our record for the past fiscal year would not have been possible without the office staff, the cashiers in the 'front line,' Mr. Whitaker (Treasurer), and Mr. Greene (Assistant Treasurer) and the people at the Computer Center. I've never worked in an office that works so well together," said Mrs. Rice.

Statements of tuition and board bills are mailed to students the end of June and are due August 1 for the fall semester. Students are not permitted to complete registration until their bills are paid. Incoming freshmen have the best prompt-pay record, said Mrs. Rice. Many, she said, have been admitted under early decision, and are delighted to be coming, and respond quickly.

But all students, Mrs. Rice claims, are "just tremendous." And students obviously think the treasurer's office is doing a good job. Staff members receive notes and cards from students who often stop by to talk about their new jobs after graduation.



"The Collectors" (left to right) Mrs. Lois Shields, Kenny Greene, Mrs. Debbi Kyte, Mrs. Diane Rice.

In preparation for registration, everything is done to save the students as much time and effort as possible, explained Mrs. Rice.

"I stress this with the staff members in the office," she said. "We know students are anxious to get started back to school, get settled and sign up for the courses they want and they don't want to spend a lot of time standing in line at the treasurer's office."

Petite, with a ready smile, Mrs. Rice may look like a softie but tall tales about why students can't pay their bills find in her a willing listener, but someone who isn't about to bend the rules.

One area which claims a great deal of Mrs. Rice's time is residency. Students who are not born in Virginia hope to meet the state's requirements to be eligible for in-state tuition. This year in-state tuition is \$538 per semester; out-of-state tuition is \$1,329. "I review cases carefully with Kenny Greene, assistant treasurer," said Mrs. Rice. The College, she said, has a very elaborate appeal mechanism so any student petitioner who gets turned down can make a series of three appeals, the final one to the President's Office. Because residency appeals are so time-consuming, Mrs. Rice often takes home the forms to review during the evening.

Mrs. Rice has come across some interesting occupations on residency petitions. She isn't sure if someone is putting her on, but she can't find anyone to verify corn detassling as a valid occupation.

If there is one thing she wishes she could impress upon students, it is that financial aid takes time to process and should be applied for well ahead of when it is needed.

Mrs. Rice and her staff also continue to caution students not to overpay their accounts. Refunds cannot be handed back across the counter but must be processed in Richmond before money is returned.

Continued on P. 8

Earns Degree at St. Leo's Green Receives Promotion

Julius Green, Jr., has been promoted to the position of Superintendent for General Support Services and Transportation Office for the College, effective September 1.

In his new position, Green will maintain the property inventory for the College, making sure each new item added is tagged with a number, entered into inventory and labeled with a green tag. The inventory means keeping track of items in the 34 academic buildings, as well as staff offices, student resident halls and on-campus housing.

In dealing with College transportation, Green will supervise allocation, inspection and repair of approximately 10 multi-passenger carrying vehicles that travel more than 200,000 miles per year; the 18 state pool cars and two mini-buses. Vehicles are inspected on a daily basis to determine that they are always in safe operating condition.

Green will also be responsible for providing various property support services to all areas of the college including supervision of contracts in the moving, hauling and storage of College property, refurbishment of College furniture and the inspection and classification of unservicable property and its appropriate disposition.

In announcing Green's new position, William J. Carter, Vice President for Business Affairs, said he was happy to have the opportunity to reward and recognize "an outstanding member of the administrative staff."

James J. Connolly, assistant director of buildings and grounds, to whom Green will report, echoed Carter's sentiments, saying Green had shown he was someone who could "get the job done."

In reviewing Green's consistent record of achievement since he joined the College in 1973, Carter said he had shown his dependability and resourcefulness during the most dynamic five-year period since the period of great construction in the 1960's. One of the major undertakings during that five-year period was the renovation of residence halls, a program in which Green was actively engaged.



Julius Green

Both Carter and Connolly cited Green's personal accomplishments. On September 13 Green will receive a bachelor's degree from St. Leo's College with a double major in criminology and human resources administration. For the past three years he has been devoting his evenings to work toward the degree. He plans to continue in the Master's program at the College at a later date, he said.

Continued on P. 8

Official Memoranda

From: George R. Healy
William J. Carter

To: Deans, Department Heads, Directors, and Supervisors

Subject: **Budget Control Procedures, 1979-80**

Experience over the past few years has made clear the need for more effective budget controls if we are to know the status of the overall College budget during the final weeks of the fiscal year, and thus spend funds remaining in the most effective way possible. Without such timely knowledge, we risk either a reversion of unspent funds to the State, or unplanned sudden expenditures for things which, however useful, may not be those most needed.

Accordingly, we plan the following procedures for fiscal year 1979-80:

1. The cut-off date for purchase orders will be 31 March 1980. This means that no purchase requisitions or purchase orders will be accepted after that date. The date has to do with receipt of the document in the College Purchasing Office, not the date that appears on the document. If there is any doubts as to delivery by that date, the document should be hand-delivered to the Purchasing Office, and not put into the College mail system.

This is necessitated by the considerable slow-down in overall processing and delivery of orders experienced during the past few years as a result of changed procedures instituted in the State Purchasing Office.

2. Budget Office personnel will monitor budget expenditures throughout the year. Once a department approaches its budget limit, it will be so notified, and thereafter until the close of the fiscal year will be required to have each invoice or purchase order specifically approved in the Budget Office before it is processed. No invoices or purchase orders, and no travel advances, will be approved against a totally spent budget.
3. Not infrequently a department finds it unnecessary to spend all funds budgeted to it. It is imperative that these situations be identified as early as possible, so that the excess funds can be reallocated to other departments which are faced with un-seen and unbudgeted needs.

Accordingly, Budget Office personnel will also periodically question departments which show a significantly lagging expenditure rate, and if it appears that the total budget will not be required, the excess will be recovered to holding accounts in our offices, for prompt reallocation to departments with greater need. Such reductions and reallocations are not to be understood as permanent budgetary adjustments; they are designed only to ensure as much flexibility as possible during the current fiscal year, and thus to enable us to spend our money in the most effective way.

We urge your continued cooperation in this matter, so that collectively we may use the total funds available to the College in the best way possible.

From: George R. Healy
Vice President for Academic Affairs

To: Students of the College

Subject: **Notification Concerning the Family Educational Rights and Privacy Act of 1974**

Under the terms of the Family Educational Rights and Privacy Act of 1974, the College is to inform enrolled students annually of their rights under the law. The Act does not apply to students admitted to the College who have not officially enrolled.

The College hereby affirms that its policies and procedures are in full compliance with the Family Educational Rights and Privacy Act of 1974, whereby each student's right to the privacy of his or her official College records and access to the same is assured.

Enrolled students shall have the following rights under the law:

1. The right of access to his or her official College records. Under the terms of the Act the College is not required to make available to students the following materials:
 - a. Confidential letters of recommendation placed in student's files before January 1, 1975, and those letters for which the student has signed a waiver of his or her right of access.
 - b. Parents' confidential financial statements.
 - c. Medical, psychiatric, or similar records "which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice."
 - d. Personal files and records of members of faculty or administrative personnel, "which are in the sole possession of the maker thereof and which are not accessible or revealed to any person except a substitute."
 - e. Records of the Admissions Office concerning students admitted but not yet enrolled at the College. Letters of recommendation are removed from the Admissions files before the files are forwarded to the Registrar's Office.
2. The right to inspect and review his or her official College records.
3. The right to a response from the College to reasonable requests for explanations and interpretations of his or her official records.
4. The right to an opportunity for a hearing to challenge the accuracy or appropriateness or his or her official records.
5. The right to have disclosure of his or her official records limited to College officials or other persons authorized under the act, for legitimate purposes, unless permission for release of such information to other parties is given in writing.

The College has designated the following information as "Directory Information" which may be released to the public:

1. Student's name, address (permanent and local), telephone number (permanent and local).
2. Student's birthdate.
3. Dates of attendance at the College, field of concentration, current classification, current enrollment status (full or part time), degrees awarded.
4. Previous schools attended and degrees awarded.
5. Honors or special recognition.
6. Height and weight of members of athletic teams.

A student who does not want the above information made public must first file notice in writing of this request in the Registrar's Office, James Blair, by September 14, 1979.

A student wishing to review his or her College records must consult the directory of official student records in the Registrar's Office. The directory lists the offices where official student records are maintained and the name of the official responsible for the maintenance and release of each type of record, and to whom requests for access should be made.

Subject: **Change in Designation of College Transportation Officer**

In keeping with the transfer of the State Pool Car administrative responsibility on July 1, 1979, to the Department of Buildings and Grounds, the duties of the College Transportation Officer are being transferred to that Department.

Effective September 1, 1979, Mr. Julius Green, Jr., will be responsible for the following duties formerly performed by Mr. William T. Allen:

1. State Pool Car operation.
2. College vehicle operation.
3. Liaison between the College and the Division of Motor Vehicles.
4. Investigating and reporting all motor vehicle accidents.
5. Authorizing personal vehicle use on travel vouchers.
6. Preparing miscellaneous reports and taking actions related to the above duties.

Mr. Green will be able to advise you on the above matters. His phone numbers are: Extension 4303, 4382 and 4383.

William J. Carter
Vice President for Business Affairs

To: **Deans, Department Heads, and Supervisors**
From: **E. Leon Looney, Director of Student Financial Aid**
Subject: **Student Wages--1979-80**

Many of you have commented about the importance of student employees to the operation of your departments. I can assure you that opportunities for part-time employment are important to students. In a very real sense many students rely on their earnings to pay rent, buy food, etc.

While most student employees receive due consideration, a number of students are not paid because of procedural errors or carelessness.

This memorandum is an appeal to department heads to have a designated individual become thoroughly familiar with the new payroll system initiated in January. The new payroll system places a heavy responsibility on the departments for the smooth and timely payment of students for services rendered. The importance of adhering to the departmental procedure for the preparation of the student payroll cannot be overemphasized.

I urge you, as department heads, to review the enclosed statements about payroll procedures and hourly rates which become effective on September 1, 1979, and on January 1, 1980.

The College will continue to pay a subminimum wage to the majority of students employed on campus. The variable hourly rates of pay will remain and should be paid in accordance with the following rate schedule.

	Effective September 1, 1979 (Federal Minimum Wage--\$2.90)	
	Rate 1	Rate 2
Group 1 (unskilled)	\$2.50	\$2.70
Group 2 (semi-skilled)	2.65	2.85
Group 3 (skilled)	2.80	3.00

	Effective January 1, 1980 (Federal Minimum Wage--\$3.10)	
	Rate 1	Rate 2
Group 1	\$2.65	\$2.85
Group 2	2.80	3.00
Group 3	2.95	3.15

The College Administration considers student employment to be a form of student financial assistance. Consequently, all students are to be employed through the Office of Student Financial Aid and only students may be paid from the Student Wages Budget. By definition, a student is one who is currently enrolled on at least a half-time basis.

An underlying principle of student employment is to provide more job opportunities for more students as opposed to more hours for fewer students. Thus, students are normally limited to fifteen hours per week and are paid in accordance with the established hourly rates.

To employ and compensate a student requires two basic steps for which the department is responsible. The first is the completion of the INITIATION FORM (STEP 1) which is required to enter the student employee into the payroll system. Without it the student cannot be paid. Since the hourly rate does not appear on the STUDENT TIME SHEET, the INITIATION FORM is also required to initiate changes in the student's rate of pay.

The INITIATION FORM must be completed by the department and the student and delivered by the student to the Office of Student Financial Aid immediately following employment and subsequent to changes.

The completion of the INITIATION FORM requires information from the student in Part 2 and the student's signature in Part 5. The department is responsible for the completion of Part 4 and for the signature of the appropriate individual in Part 5.

Required tax withholding or exemption forms will be completed in the Office of Student Financial Aid when the student delivers the INITIATION FORM.

The second step requires the submission of the STUDENT TIME SHEET (STEP 2). Properly completed time sheets for the department must be delivered by the department to the College Payroll Office by 10:30 a.m. on the first workday of the month following the month in which the student worked. A late time sheet or an incomplete time sheet means the student will not be paid earlier than the next payroll period for student employees--thirty days!

It should be remembered that the student works for you and depends on you to take the necessary steps to assure that he or she will be paid on a timely basis for work performed. *It is important.*

As Director of Student Financial Aid, it will be my responsibility to oversee student employment and to monitor, on a monthly basis, the departmental expenditures of the student wages budget. I will be in communication with departments during the year when student wages expenditures do not follow the expected rate of expenditures.

If you have any questions about student employment and/or the student payroll procedure you or your designated representative are encouraged to attend a meeting in

Calendar

THURSDAY, AUGUST 30

CLASSES begin, 8 a.m.
EPISCOPAL HOLY COMMUNION, Wren Chapel, 5:30 p.m.

FRIDAY, AUGUST 31

WMCF, Millington Aud., 6 p.m.
NAVIGATORS, Campus Center, 6 p.m.

SATURDAY, SEPTEMBER 1

TRI-DELTA, CC Rooms A&B, 9 a.m. - 2 p.m.
ORGAN RECITAL, Wren Chapel, 11 a.m.
CHINESE STUDENT ASSOC. Film, Andrews Aud., 1-6 p.m.
BOOKFAIR, CC Ballroom, 3:30 - 7 p.m.
SA MOVIE, W&M Hall, 7:30 p.m.

SUNDAY, SEPTEMBER 2

BOOKFAIR, CC Ballroom, 3:30 - 7 p.m.

MONDAY, SEPTEMBER 3

COLONIAL ECHO pictures, CC Gold & Green Rooms, all day.
SA BOOKFAIR (\$50 sale), CC Ballroom, 3:30 - 7 p.m.
WMCF, Swem Library G-1, 7 p.m.
YOUNG SOCIALIST ALLIANCE, CC Room C, 8 p.m.

TUESDAY, SEPTEMBER 4

EBONY EXPRESSIONS, CC Theatre, 6:30 p.m. (rehearsal)
SAC Meeting, CC Theatre, 4 p.m.
WMCF, Swem Library G-1, 7 p.m.
CLAVICORD RECITAL, Cleveland Johnson, Wren Chapel, 8:15 p.m.
COLONIAL ECHO pictures, Gold and Green Rooms, all day.

WEDNESDAY, SEPTEMBER 5

WMCF, Swem Library G-1, 7 p.m.
PROJECT PLUS FORUM, Millington Auditorium, 7:30 p.m.
COLONIAL ECHO pictures, Gold and Green Room, CC all day.

THURSDAY, SEPTEMBER 6

EPISCOPAL HOLY COMMUNION, Wren Chapel, 5:30 p.m.
WMCF, Swem Library G-1, 7 p.m.
COLLEGE REPUBLICANS, CC Sit 'n Bull Room, 7:30 p.m.
COLONIAL ECHO pictures, CC Green and Gold Room, all day.
FCA, CC Rooms A and B, 7 p.m.

FRIDAY, SEPTEMBER 7

SA Block Party, Lake Matoaka, 9 p.m. - 1 a.m. Band: Grande Hotel.
LAW SCHOOL FILM, CC Theatre, 7 p.m.
COLONIAL ECHO pictures, CC Gold and Green Room, all day.

SATURDAY, SEPTEMBER 8

ORGAN RECITAL, Wren Chapel, 11 a.m.
ROTC Helicopter Landing Demonstration, Barksdale Field, 6 - 11:15 a.m.
NEW TESTAMENT STUDENT ASSOCIATION Mixer, CC Ballroom, 9 p.m. - 1 a.m.

SUNDAY, SEPTEMBER 9

LACROSSE, small Fraternity Field, 10 a.m. - 5 p.m.

MONDAY, SEPTEMBER 10

COLONIAL ECHO pictures, CC Gold and Green Room, all day.

TUESDAY, SEPTEMBER 11

BSA, CC Room C, 2:30 p.m.
COLONIAL ECHO pictures, CC Gold and Green Room, all day.

WEDNESDAY, SEPTEMBER 12

PROJECT PLUS FORUM, PBK Auditorium, 7:30 p.m.
COLONIAL ECHO pictures, CC Gold and Green Room, all day.

Employment

The following positions are open to all qualified individuals; however, current faculty and classified employees will receive first consideration. Except where noted, inquiries and applications should be made at the Personnel Office, 201 James Blair Hall, and not at the department where the opening exists. Call 229-JOBS (229-5627) for an updated listing and 24-hour service. An EEO/AA employer.

- CLERK TYPIST (unclassified) full time, temporary, for approx. 5 months. \$3.53 per hour. Accurate typing skills and pleasant telephone manner and ability to get along with people. Alumni Office, deadline 8/31.
- CLERK TYPIST C-\$7,680 per year. High school graduate with two years of clerical experience or college. School of Education, deadline, 8/31.
- CLERK STENOGRAPHER C-\$8,040 per year. High school graduate with two years clerical experience or college. Office of the Associate Dean of the Undergraduate Program, deadline 8/31.
- GROUNDSMEN (4 positions) temporary, until Nov. 1, \$3.53 per hour. One year of groundskeeping or related experience. Building and Grounds department, deadline 9/4.

Green Promotion

Continued from P. 6

A veteran of more than 22 years in the U.S. Army, Green participated in the Army's transition program in September 1973 and joined the College staff as a Housekeeper on Nov. 1, 1973. In taking over the duties of Transportation Office for the College, Green will enable the Director of Purchases and Stores, who now handles this area of responsibility, to devote more time to the obligations of his department, explained Carter.

Green retired from military service as a Chief Warrant Officer, III and was stationed between overseas assignments at Fort Eustis.

A thirty-third degree Mason, Green is Grand Inspector General of the Thirty Third Degree (P.H.A.), Illustrious First Lieutenant Commander, John W. Kirby, No: 40, Most Excellent and Perfect Knight Senior Warden, Knights of the Rose Croix, 2nd Ceremonial Master, Zem Temple No. 122. Past President of Jeremiah Varner Shrine Club, Director of the Patrol Department, Zem Temple No. 122; Member of Queen of Sheba Chapter No: 15 HRAM, Past Master of Pioneer Lodge No. 315 (PHA); Member of Eastern Star Lodge #13 (PHA), member of Veterans of Foreign Wars of the United States, the Peninsula Retired Officers Association and Clayton-Cooke American Legion Post No. 281.

Published weekly by the Office of University Communications during the academic year, except when the College is in recess, and twice each month in June, July and August.
Barbara Ball, editor
Publications Office, production
News, photographs and advertisements should be sent to the News Office, 308 Old Rogers Hall, Ext. 4331, 4371.
The deadline for all submissions is Wednesday at 5 p.m. for publication the following Tuesday.

Classifieds

Classified advertisements may be submitted by students and college employees. The fee is \$3 for three consecutive insertions. No commercial advertisements will be accepted. Forms for submitting advertising copy are available from Mrs. Jackie Frazier of the Office of University Communications, Chancellors Hall, 309. Copy should be typewritten and include the customer's name and campus extension. Advertisements may be taken over the phone (ext. 4331) but will not be placed in the paper until the fee is paid. Refunds will be made if the advertisement is withdrawn before it has been typeset. Changes in copy constitute a new submission. Advertisements should be limited to 40 words. Deadline for copy is Thursday at 5 p.m.

FOR SALE

- 1978 Chevrolet Monza, 2-door standard transmission, AM radio & FM converter, \$2750. Call Allen at 229-1000, ext. 2506, between 9-5. (9/11)
- MATTRESS AND BOX SPRINGS (twin size). Excellent condition. Moving from town, so must sell. \$35 bargain! Call 229-5877 if interested. (9/11)
- 1969 Chevrolet Biscayne: 4 dr., manual transmission, reasonable m.p.g., no dents, recent inspection; Best offer over \$400. 229-5056 (MWF). (9/11)
- BICYCLE-Girl's 26 inch, 3 speed, like new condition, \$45.00. Call 229-7296 after 5 p.m. (9/11)
- Antique white bedroom suite: poster bed with bow canopy (mattresses and siderails not included) \$35; triple dresser with mirror \$85; desk and bookcase \$65 or all for \$175. Phone 229-5009 after 5 p.m. (9/11)
- LAWSON-STYLE SOFA, newly upholstered in soft beige corduroy, like new, \$90. 4 antique solid oak Bentwood chairs, antiqued dark red, excellent condition, \$50 each. Dark walnut stained folding 6-panel screen, beautiful cond., \$85. Power lawn mower, \$35. Lamp, \$10. Call 229-0764. (9/11)
- WINGBACK SOFA AND CHAIR in good condition for sale very reasonable. Call 229-5808 after 6 p.m. (8/28)
- 1967 DODGE POLARA -- needs inspection, AC, PB, PS, AT, Fair condition; \$350. Call 220-0785. (8/28)
- 2 UPHOLSTERED CHAIRS -- \$35 (will sell separately); 2 cabinets -- \$5 each; 2 bookshelves -- \$3 each; 1 lamp -- \$6. Call 220-1283 after 5 p.m. (8/28)
- 1974 CHEVROLET VEGA: Good condition, stereo radio, air conditioning, white walls, 56,000 miles. \$995 o.n.o. Must sell as leaving country. Call Alison at 229-7084 after 6 p.m. (8/28).

Trundle bed, exc. cond., make into bed f/2 \$60. Call 229-3135 after 4 p.m. (9/11)

FOR RENT

- ONE BEDROOM APARTMENT 15 minutes from campus, partly furnished, utilities included--\$190 per month. See Dr. Karow at Student Health Center or call 564-9800 after 6 p.m. (9/11)
- LIVE RENT-FREE near campus in small separate apartment or private house (unfurnished) for 10 hours of light housework and babysitting/week. Call 220-1496. (9/11)
- SMALL BASEMENT APARTMENT, 2 rooms, bath (unfurnished) in private house. No utility costs, walk to campus. Call 220-1496. (9/11)

FURNISHED 2 BEDROOM TOWNHOUSE in Jamestown (3 1/2 mi. from campus), 1-4 people. Total rent \$400 plus utilities. Washer, dryer, dishwasher, central air conditioning. No pets. Call 229-5746. (9/11)

APARTMENT WITH BEDROOM, kitchen, living room, bath, private entrance. All utilities included except electricity. \$200 per month. Quiet street, near College. Suitable for one or two persons, no children, no pets. Call 229-4617. (9/11)

SPACIOUS 7-ROOM CONTEMPORARY HOME on cul de sac in Windsor Forest. 3 bedrooms, 2 baths, fireplace, large deck, heavily-wooded lot. Neighborhood pool, tennis courts. Prefer small non-smoking family, couple, or mature graduate students. Available late August for 10- or 12-month lease. \$435 per month plus utilities. Call Sanderson evenings at 565-0679. (8/28)

COMPLETELY FURNISHED ROOM in 2-bedroom Conway Garden Apartments. Looking for quiet grad. or Law student for Sept.-June school year. Call John at 253-2441 between 8 a.m.-5 p.m. Rent \$150/mo. plus 1/2 electric. (8/28)

WANTED

- Woman to live in Wmsbg home of prof. cple, w/no chdrn, pets. Lge conf. priv. bdrm/bath suite. Ample clos., stor. space. Maj. duties: prep. din for fmlly, lt lunch for healthy eld. father in sep. aptmt. Lt h'kping, shopping. No maj. cleaning. Must drive, be symp. to eld. Sugg. Woman with Social Security or mature parttime grad stud who cd use rm and bd. Beg. late Aug. Ref. Call 229-3239. (9/11)
- LIFEGUARD needed at Wmsbg Inn. Must have certificate & be 18. Flexible hrs. Call 229-1000 ext. 3404 (Bill), ext. 3120 (Bob or Jeremy). (9/11)
- USED UPRIGHT PIANO for beginner. Any condition. Please call 220-1496. (9/11)
- FACULTY couple wants to purchase used furniture. Please call Michael Zimmerman at 229-4657. (9/11)

WANTED

- FEMALE ROOMMATE to share 2-bedroom apt. at Williamsburg East. Rent \$87.50 plus Vepco. Within biking distance of campus. After 5 p.m. call Debbi at 229-8710. (8/28)
- GIRL'S LIGHT WEIGHT BICYCLE, preferably one-speed and with foot brake. Phone Stubbs, 229-2099. (8/28)

Airport Service Now Available on Campus

Groome Transportation will now stop on campus at Barrett Hall, for the convenience of members of the College community traveling to and from Byrd Airport in Richmond.

Groome will make seven runs to the airport throughout the day beginning at 6 a.m. to connect with Eastern Airlines flights to major cities.

Limousine fare to the airport is \$12. Service to the airport is by advance reservation only. Reservations must be made at least two hours prior to scheduled departure time. The toll free reservation number is 1-800-552-7911.

Groome will leave for the airport at 6, 8 and 11:30 a.m. and 1:15, 2:30, 4 and 7 p.m.

Arrivals from Byrd are scheduled for 10:45 a.m., and 12:30, 1:45, 3:15, 5, 6:15, 8, 10 p.m. and 1 a.m.

Treasurer's Office

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Mrs. Rice joined the William and Mary staff four years ago as secretary to Floyd E. Whitaker, College Treasurer. She wasn't on the job long before she decided that what she would really like to do was handle student accounts. She has a background in financial management from former positions with the Foundation for Cooperative Housing, a federal project; a real estate office and a loan company. When the vacancy occurred, Mrs. Rice was the first one at the personnel office to apply, she said unabashedly.

"I enjoy my work. The students are the greatest and we try to put as much public relations into our work," said Mrs. Rice. She also paid tribute to the spirit of cooperation the Treasurer's Office receives from departments and schools across the campus.