

FUTURES COMMITTEE TO EXAMINE ISSUES OF THE '90s

"There are times in the lives of most universities when it is necessary to take a hard, realistic, and sometimes, painful look at the institution to decide what role it wishes to play, where it would like to be going in the future and what compromises it will have to make in order to get there, given the resources it commands," said University of Winnipeg President Marsha Hanen.

In the first of three open meetings on the state of the University, Dr. Hanen ex-

plained that her recently formed Futures Committee will be looking at the many issues facing this university in the '90s.

Taking into account the massive, chronic underfunding of the University as well as its overall declining enrolment, the committee will grapple with the fundamental question of who we are and what we want to be, said Dr. Hanen.

"This is what, ideally, will drive everything else we do," she said. "What we hope to be academically should be the basis for

programs of designated funding, space and resource allocation."

In considering the academic mandate of the University, the Futures Committee will also examine ways to encourage excellence in teaching and in research and scholarship.

Dr. Hanen emphasized the need for improved communication and coordination in the University and the need for people to keep an open mind throughout this planning effort.

In Edition

APRIL 18, 1990

THE UNIVERSITY OF WINNIPEG

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SECRETARIES: THE UNSUNG HEROES OF THE WORKPLACE

"Just a secretary" is becoming an outdated phrase to describe those who play a vital role in the day-to-day operation of an office. Good secretaries are now more valued, and with the advent of National Secretaries Week, Apr. 23 - 27, a little more recognized for their enormous contributions to the workplace.

"My secretary is an extension of my right arm and an extension of the department's right arm," said Ernie Samulaitis, Director of Technical Services at The University of Winnipeg. "They are the 'unsung heroes' of the workplace," added Controller Herb McMullin.

A secretary at The University of Winnipeg is often on the front-line - screening telephone calls, greeting visitors, helping students and handling emergencies. She or he is at the same time juggling paperwork, correspondence and committee work.

The list of qualities which characterize a good secretary is very long. In an informal survey at the University, people cited excellent interpersonal and organizational skills, the ability to handle delicate situations and being a good team player as the most important attributes of a good secretary.

Fortunately, there's no shortage of secretaries who fit this description at The Uni-

versity of Winnipeg. Most seem to truly enjoy their jobs and the atmosphere of a busy office.

"There's never a dull moment," said Mildred Prestay, who has worked in the Controller's Office for 25 years and plans to retire in December. "I'm on the go all the time and working on a variety of things."

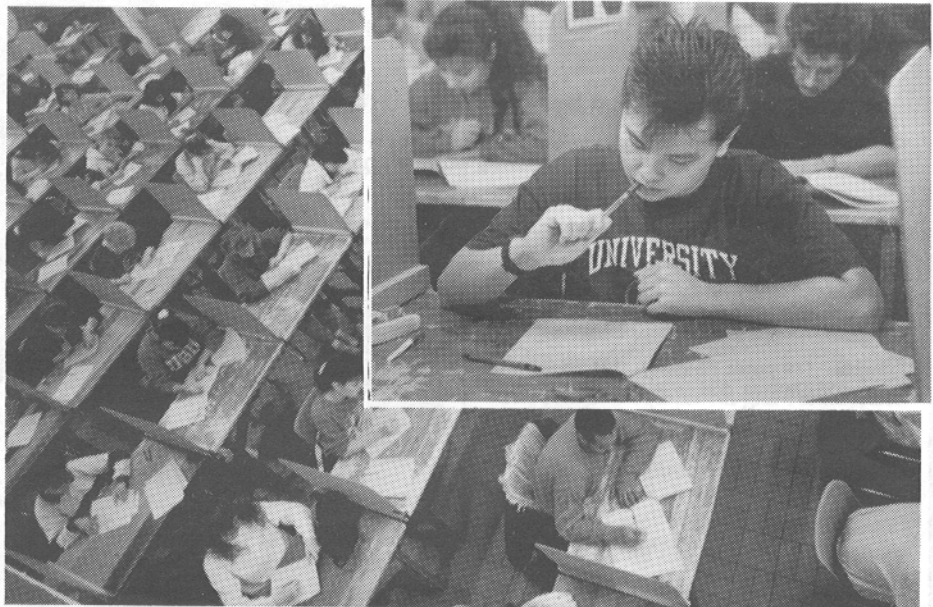
In addition to her regular duties of answering the phone and opening the mail,

Prestay is involved in a number of committees and in the preparation of numerous financial reports.

Betty Harder, an 11-year veteran with the Geography Department, particularly enjoys working with faculty and likes meeting students. "I enjoy meeting new people and I get a lot of satisfaction from helping the lost first-year students who wander into my office," she explained.

Harder also deals with an "enormous typing load." Eighteen professors keep

See *SECRETARIES* inside.



It's that time again. Students are busy writing exams which continue until Apr. 26.

GET YOUR SPECIAL EVENT OFF TO A GOOD START

Do you want to hold a special lecture, an extra class or set up a display in front of Riddell Hall? The following procedures and tips for booking space at The University of Winnipeg will help you get your event off to a good start.

To avoid disappointment, the first rule-of-thumb is to book space as early as possible - at least 72 hours in advance. Bookings can usually be arranged up to one year ahead of time.

Most room and space bookings are done through two people: Cindy Machula in the Dean's Office and Marilyn Lockwood in University Relations.

Machula arranges rooms for all regularly scheduled day and evening classes and controls all classroom bookings (including the classrooms in the Athletic Centre) prior to 6 p.m., Monday through Friday.

Lockwood looks after all bookings for space required on weekends and Monday through Friday after 6 p.m., with the exception of regular evening classes. As well, she accepts all requests for Theatre 3C00, Room 2M70, Riddell Hall Cafeteria, the Board Room and all open areas.

The Private Dining Room (1C21) is booked through the President's Office. All bookings in the Athletic Centre with the exception of daytime classroom space are handled by Mike Reed, Marketing and Faculties Manager.

Students cannot book classrooms. If a faculty member wishes to give a student permission to use a classroom for a project, the approval must be given in writing or by calling Machula or Lockwood.

The cafeteria, a classroom or space must be booked before arrangements are made

for set-up, food services or media equipment. You should not assume that the cafeteria is available just because arrangements for the menu have been made with Food Services.

If an event is not University-related, rent is charged. The event or activity being scheduled must be directly connected to the person's department. For example, if a member of the Chemistry Department wants to book space for a political party convention, he/she will be charged. However, if that person is booking space for a guest lecturer, the room would be free.

SECRETARIES

Continued from page 1.

her busy with requests to type such items as lab manuals, papers and correspondence.

In Technical Services, secretary Ingrid Truderung likes the fact that she deals with almost every department in the University. "I've come to know a lot of people on campus," said Truderung, who has worked part-time in Technical Services for 14 years. "Our area deals with faculty and staff from almost every department."

Truderung answers the phone for 10 staff members, keeps panicky or irate callers calm and handles some of the straightforward computer queries herself. She also works on budgets, invoices and correspondence.

When asked about recognition for their work, all three women agreed that day-to-day appreciation is more important than one week of acknowledgement. "I'd rather have words of appreciation throughout the year than gifts on one day," said Truderung. "How you are treated the other 51 weeks of the year is what matters the most."

Having a boss that is understanding, keeps staff informed and does not procrastinate is also important. "A good boss considers that a secretary needs some lead time on a project," said Prestay.

While these secretaries wouldn't turn down a lunch or flowers during Secretaries Week, the consensus is that recognizing a secretary is an ongoing process, one that grows out of a mutual understanding and respect.

ROOMS FOR RENT

Seating Capacity of Selected University Rooms

Room	Approximate Seating Capacity
Theatre 3C00	275
Room 3C01	150
Room 2M70	100
Theatres A & B in Manitoba Hall	227/room
Lockhart Theatres (Rooms 1L10 - 1L13)	96/room

*An assortment of seminar rooms and classrooms seating from 15 to 100 people are also available for rent.

TRENDS: THE CANADIAN UNIVERSITY IN PROFILE

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Association of Universities and Colleges of Canada

UNIVERSITY OF WINNIPEG
BOARD OF REGENTS
DECISIONS
MARCH 26, 1990

- approved in principle a request that Menno Simons College be allowed to erect a building on our campus and established the conditions under which such a building could be erected and operated
- determined that, henceforth, the percentage change in tuition and course fees for spring and summer session courses will be the same as the percentage increase in fees approved for the previous regular session
- approved Collegiate renovations to a maximum of \$480,000
- approved research study leaves for 14 faculty members and administrative leaves for three additional faculty members for 1990-91
- approved the granting of a continuing appointment in Recreation and Athletic services
- approved the granting of tenure to two members of the Collegiate faculty

UNIVERSITY OF WINNIPEG
SENATE DECISIONS
MARCH 15, 1990

- heard that Mrs. Berenice Sisler agreed to accept the LLD degree and Dr. Ian Cormack Palmer Smith the DSc degree at the June, 1990 Convocation and that The Reverend Remi de Roo, Bishop of Victoria, agreed to accept the DD degree at the October, 1990 Convocation
- approved changes to the terms of two Collegiate awards and approved terms for three new awards
- approved terms for four new Arts and Science scholarships and one new bursary
- approved changes for the requirements for the MDiv degree
- approved comments on a number of proposed new programs at The University of Manitoba for transmission to the Universities Grants Commission
- approved a proposal for a Child Development and Child Care program
- approved a slight easing of the entrance requirements for international students coming from Manitoba high schools; students will now only have to complete five high-school courses in Manitoba instead of six
- approved the granting of one certificate and two diplomas in the Continuing Education Division
- approved the altering of one course name in the Continuing Education Division

CAMPUS NOTEBOOK

- A committee has been established to examine the effects of the proposed Goods and Services Tax (GST) on The University of Winnipeg. The committee will be chaired by **Herb McMullin**, Controller.
The committee will monitor and evaluate information released by the federal government pertaining to universities. It will also identify strategies to minimize any negative impact of the tax on The University of Winnipeg.
- **Claudia Wright**, Political Science, won the Toastmasters International area speech contest on Apr. 3 at The Westin Hotel.
- **Louesa Polyzoi**, Education, and **Kaye Kerr**, Psychology, will present a paper at the American Council of Exceptional Children annual convention, Apr. 23 - 27, in Toronto. Their paper is entitled "Child Care Preparation Program for Early Childhood Special Education: A Canadian Model."
- **Classes in yoga and tai chi** are now being offered at the University. Yoga classes start on Apr. 18 and will run for 10 weeks. Tai chi sessions will begin on May 4 for eight weeks. For more information on time, place and cost, please call Lynn Crocker, Health Services, at 786-9496.
Health Services is also planning an "**In Control**" self-help group for those who want to quit smoking. Starting in May, the group will meet twice a week for four weeks. Sessions will include videos, group discussions and relaxation exercises as well as a workbook and relaxation tape for participants to take home. The cost of the course is \$32.00/person. If you're interested, please call Lynn at 786-9496.



A Grade 6 class of 16 pupils from Springfield Heights School spent a day and a half at the WCPI, where they researched and assembled a slide presentation on a variety of subjects. The projects were assigned and supervised by their teacher Carmelle Dumontier and student teacher Marlene Kroeker, a graduate from The University of Winnipeg.

OOPS!...OUR MISTAKE

The NSERC equipment grant announced in the last *In Edition* was awarded not just to G. Kunstatter as reported, but also to R. Kobes and D. Vincent of the Physics Department. The three researchers will be working as a team and will share the \$17,000 grant.

COMING EVENTS

CONTINUING UNTIL THURS., APR. 26
-1989-90 winter session examinations.

SAT., APR. 21

- **Gordon MacDermid**, President of the Atlantic School of Theology, will conduct a workshop on "The Context and Language of the Sermon," in Room 2M70 from 9:30 a.m. - 4:30 p.m. For more information, call the Faculty of Theology at 786-9390.

TUES., APR. 24

-The University of Winnipeg is hosting **Cracking the Barrier: A Conference on Soviet and East European Trade**. It will be opened by **The Honorable Gary Filmon**. Keynote speakers will be **Ross Preston** from the Economic Council of Canada and **Vladimir Pletnyov** from the USSR Trade Mission. **Ilya Gerol**, one of Canada's leading syndicated columnists on world affairs, will analyze current economic and political development. The conference will be held from 9 a.m. to 5 p.m. in Theatre 3C00. Registration fee is \$125/person. For further information, call Susan Kirkwood at 786-9797.

TUES., APR. 24 - THURS., MAY 3

- The Faculty of Theology at The University of Winnipeg is hosting **Explorations '90, Seminars in Ministry**. Guest lecturers are George Shillington from Mennonite Brethren College and James Reed, Director of the Toronto School of Theology. For more information, call Ruth Badertscher at 786-9857.

WED., APR. 25

- The Institute of Urban Studies will host the last seminar in the series on **Development and Urbanization: Ethical Dimensions**. **Phil Wichern** from the Dept. of Political Studies at the University of Manitoba will speak on "Sustainable Development and Urban Policy in Winnipeg" at 7 p.m. in Room 3C13. For further information, call Mary Ann Beavis at 786-9851.

FRI., APR. 27 - SUN., APR. 29

-The third annual **University of Winnipeg History Symposium** will open with keynote speaker Tim Ball, Geography Dept. His topic will be "Climate and History." The lecture will take place on Fri. Apr. 27 at 7:30 p.m. at The University of Winnipeg in Theatre 3C00. A wine and cheese reception will follow the lecture. The symposium will continue on Saturday and Sunday with student presentations on the theme of Interdisciplinary History. Sessions will be held from 10 a.m. to 5:30 p.m. in Room 2M70.

SUN., APR. 29

- The **Folklorama Inauguration** will be held from 2 - 3:30 p.m. in the Athletic Centre with a reception in Riddell Hall to follow. (Attendance at this event is by invitation only.)

MON., APR. 30

- President Marsha Hanen's state of the University open meetings will conclude with a discussion on **Ongoing Planning Structure for Programs, Facilities and Finances** at 4 p.m. in Room 1L12.

FRI., MAY 4

- The members of **The University of Winnipeg Toastmasters Club** are holding an evening reception in Recognition of their Charter. A commemorative photo will be taken at 7 p.m. followed by the program between 7:10 to 8 p.m. at the Faculty and Staff Club, 4th Floor, Wesley Hall. Fellowship and refreshments will follow. Admission is \$8/person.

SAT., MAY 5

- The second annual **Women's Studies Students' Symposium** will be held from 10 a.m. to 4 p.m. in Room 2M70. All interested students and faculty are invited to attend.

CONVOCATION BULLETIN

Faculty and staff of The University of Winnipeg are invited to submit news items for the "Campus News/Campus People" section of the *Convocation Bulletin*. We would welcome a paragraph or two noting any of your recent awards, publications, presentations, research projects or appointments.

We would also like to highlight outstanding students who are graduating from the University this spring. If you know of a student who would make an interesting feature story, please let us know.

The *Convocation Bulletin* will be distributed at the graduation ceremony on June 3. All submissions must be received by the Editor, Lois Cherney (Room 4W16), before May 15, 4 p.m.

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Comments, suggestions and submissions are welcome. (All material is subject to editing.)

Please note: The last regular issue of **IN EDITION** for this academic year will be published on May 2. The copy deadline is Apr. 25.

IN EDITION will not be published during the summer months, but will resume on a bi-weekly basis in September, 1990.