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NEWSLETTER

MARSHALL UNIVERSITY • OFFICE OF UNIVERSITY RELATIONS • HUNTINGTON, WEST VIRGINIA 25755 • August 29, 1991

Hiring freeze in effect at university

Marshall University President J. Wade Gilley announced Tuesday he is imposing a strict hiring freeze, effective immediately, as one of a number of steps planned to cope with the university's budget problems.

Gilley, who assumed the Marshall presidency Aug. 1, said he had spent much of his time since then in discussions with Vice President for Finance Herbert J. Karlet and members of his staff.

"It's obvious that Marshall University has a serious budget problem and that we're going to have to deal with it immediately," Gilley said. "Otherwise, we could end the current fiscal year with a shortfall of as much as \$1.4 million."

Gilley said the university's budget problems had been accumulating over a period of several years as enroll-

ments and demands for services outstripped revenues. "You can perform a fiscal balancing act for only so long," Gilley said, "and we've reached a point where we're going to have to confront our budget situation--both short term and long term."

He said the hiring freeze will cover all positions, including those funded with state appropriations and those funded from other sources. "In some rare instances we may have to make an exception and permit a position to be filled, but I expect very few of those," Gilley said.

The Marshall president said he will appoint a small committee to review appeals for exceptions to the hiring freeze, but he will make the final decision in each case.

Unlike previous Marshall hiring freezes, this one will include positions already advertised and "in the pipeline" but not yet finalized.

Gilley also announced several other steps designed to (1) reduce the university's costs and (2) increase the university's revenues:

--Reclassification of positions (promotions) also will be frozen, effective immediately.

--Dr. Sam Clagg, retired professor of geography and Marshall interim president in 1983-84, will conduct a study of the university administration to determine if it has grown excessively and will present his findings to Gilley.

--The Faculty Senate's Budget and Appropriations
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President asks PEIA to increase limit on life insurance

Marshall President J. Wade Gilley has asked the West Virginia Public Employees Insurance Agency (PEIA) to increase the limit on Optional Life Insurance available to state employees, including those in higher education. The voluntary insurance program's current limit is \$50,000. In a letter to PEIA Executive Director Sally Richardson, Gilley asked that it be raised to \$100,000.

He noted that as a candidate, as president-designate and finally as president, he had discussed with Marshall employees many of their concerns during the past few months. Among major concerns, he said, are salary levels and employees' share of health insurance costs. These, he conceded, are complex problems and addressing them will require time and money.

However, he said, addressing another concern--the limitation on Optional Life Insurance--can be accomplished quickly and at no cost to the state since the coverage is funded by those participating in the program.

In asking that the PEIA consider raising the limit to \$100,000, Gilley said, "This would go a long way toward alleviating a major concern of many Marshall University employees and would, in turn, have a very favorable impact on campus morale."

* * *

Campus organizations and individuals interested in supporting the request for additional Optional Life Insurance coverage may write Ms. Richardson at West Virginia PEIA, Building 5, Tenth Floor, State Capitol Complex, Charleston, WV 25305.

Drinko scholar named



Grinor Rojo

The nation soon will be celebrating the 500th anniversary of Christopher Columbus' encounter with the New World and Marshall University this fall will have a visiting professor conducting classes and programs relating to this important event in world history.

Dr. Deryl R. Leaming, dean of the College of Liberal Arts, said Dr. Grinor Rojo, a native of Santiago, Chile, will be the sixth occupant of the John Deaver Drinko and Elizabeth G. Drinko Distinguished Chair in Liberal Arts.

Leaming said Rojo will be at Marshall throughout the fall semester. He said Rojo will teach two courses and participate in a number of other activities on campus and in the region.

Dr. Harold T. Murphy, professor and chairman of modern languages, said Rojo is occupying the Drinko position at an especially appropriate time as the nation
(Continued on page 2)

Grinor Rojo will occupy Drinko chair

(Continued from page 1)

prepares to observe the Quincentenary Jubilee in 1992. The Quincentenary will commemorate Columbus' voyage from Spain to the New World in 1492.

Many of Dr. Rojo's presentations will relate to "The Encounter."

"Dr. Rojo brings to Marshall University a South American's perspective of the events of the 'Encounter' between the Spanish and American cultures which began 500 years ago with the landing in the New World by Christopher Columbus," Murphy said.

Rojo will teach "Contemporary Literary Theory" 3 to 4:15 p.m. Monday and Wednesday and "The Encounter" 3 to 4:15 p.m. Tuesday and Thursday. Both courses will be taught in English.

Murphy said "The Encounter" will deal with topics related to the encounter and conquest of the Spanish territories in North and South America.

Rojo was educated in both Chile and the United States. He studied at the Universidad de Chile and received his doctoral degree in Spanish and Spanish-American

Literature from the University of Iowa.

His fields of specialization are Latin American literature, Latin American theater and literary theory. He is the author and co-author of seven books and numerous articles. He has lectured in Chile, Canada and throughout the United States.

He is a former Fulbright Scholar and has received numerous honors for his research. He has taught at California State University at Long Beach, The Ohio State University, Middlebury College, Columbia University, Swarthmore College, University of California at San Diego, University of California at Santa Cruz, Universidad Austral de Chile and the University of Iowa.

Rojo's visit to Marshall was arranged through the College of Liberal Arts and the Department of Modern Languages.

The Drinko chair, established in 1987, was made possible by the largest non-corporate contribution in Marshall University's history by a nationally-prominent graduate of the university, John Deaver Drinko, and his wife, Elizabeth G. Drinko.

A native of St. Mary's, W. Va., Drinko is a senior managing partner of Baker & Hostetler, one of the nation's largest law firms. It is headquartered in Cleveland, Ohio, with offices in a number of other cities. Drinko also is prominent in several businesses and has been awarded honorary doctor of law degrees by Marshall, The Ohio State University, John Carroll University, Cleveland State University and Dyke College.

George McGovern, former U. S. senator and presidential candidate, in 1987 was the first person to serve as the Drinko professor.

Murphy said information about Rojo's schedule is available by calling the Department of Modern Languages.

Hiring freeze in effect

(Continued from page 1)

Committee, chaired by Prof. W. Donald Williams, will begin a thorough review of university operations and will submit recommendations to Gilley.

--An application fee will be initiated for out-of-state students applying for admission to Marshall, pending approval by the university's Institutional Board of Advisors. Students from adjacent areas of Ohio and Kentucky eligible for the university's special "Metro Fee" would not be affected.

--The University of West Virginia Board of Trustees will be asked to approve a plan to increase tuition and fees for out-of-state students in phases over the next few years. Again, this would not affect the "Metro Fee" students.

"This is going to be a difficult year financially for all of us," Gilley said. "In approaching any of the difficult decisions we're going to have to make, our top priority will be to protect the integrity of the classroom."

"By working together, I'm confident we can reduce our expenditures, enhance our revenues and position Marshall University to take advantage of the tremendous opportunities which lie ahead."

Mellon Fellowships available

Information on 1992 awards for Mellon Fellowships in the Humanities is available in the Marshall University Graduate School Office.

College seniors of outstanding academic promise in the humanities are eligible to be nominated for the awards.

The nomination deadline will be Nov. 4.

Management program set

A teleconference titled "Philip Crosby on Successful Leadership for Managing Quality" will be held at Marshall University on Tuesday, Sept. 17, from 11 a.m. to 3 p.m. in Memorial Student Center Room 2W22.

The program will examine the structure of the successful organization and the primary concerns of a manager: quality, finances and relationships, according to Richard Hensley, interim director of continuing education at Marshall.

Topics will include special problems women and minorities face in attaining executive positions, relationships among executives and their peers, employees, suppliers, customers and the community, and finances, debt and budgets.

Philip Crosby, a management consultant, lecturer and author, will lead the teleconference.

The teleconference will be open free of charge to Marshall faculty and staff members.

To register or obtain further details contact the Office of Continuing Education at Marshall University's Community and Technical College, 696-3113.

Foundation grant kicks off fund drive

The Huntington Foundation has awarded a \$100,931 grant to Marshall University to kick off a fund-raising project seeking \$500,000 for scientific equipment, according to Marshall University President J. Wade Gilley.

"The first phase of renovations to Marshall's Science Hall has been completed and the building has reopened to students and faculty for the first time in several years. The Huntington Foundation's gift will aid the university in providing state-of-the-art equipment to match the renovated facility," Gilley said at a campus luncheon held Aug. 22 to recognize those involved with the renovation.

Dr. Winfield C. John, the foundation's Grants

Committee chairman, accepted a plaque in recognition of the Huntington Foundation's latest gift.

"The National Science Foundation reports fewer students graduating in the sciences nationwide," Gilley said. "That is not the case at Marshall. Since 1977, enrollment in Marshall's College of Science has doubled. To train future physicians, scientists, and teachers, the university needs to replace much of its old, sometimes outdated, equipment."

Gilley said the university will seek support from industry and College of Science alumni.

The Huntington Foundation was created in 1984 to return to the community money generated by the sale of Huntington Hospital to the Hospital Corporation of America. The foundation, which awards grants for charitable, religious, educational and scientific needs, has been a strong supporter of Marshall.

In 1988 the foundation awarded \$1 million to establish and maintain an outpatient geriatrics assessment center at Marshall's School of Medicine. The foundation has awarded additional grants to the School of Medicine and the College of Science for equipment and special projects.

Others recognized during the campus luncheon were Charles Neighborgall of Neighborgall Construction Co., Jerry Schiff of Abramovitz-Kingsland-Schiff, Architects, and David McComas, representing the Tri-State Building and Construction Trades Council. Following the luncheon, the group toured the Science Building.

The Departments of Biological Sciences, Geology, and Physics and Physical Science moved into the renovated 1950 section of the Science Building this summer. The final phase of renovation will be completed by next fall and the Chemistry and Clinical Laboratory Sciences departments, temporarily located in the university's Northcott Hall, will move into the renovated building.

Grad to discuss art

"Chicago River Series," a collection of paintings by artist Michael K. Paxton, a 1975 graduate of Marshall University, will be on display in Birke Art Gallery Sept. 3-19.

Paxton will discuss his work during an opening reception on Tuesday, Sept. 3, at 7:30 p.m. in the gallery.

Paxton received his bachelor's degree in art from Marshall and his master's degree in drawing and painting from the University of Georgia.

He has taught at the University of Georgia, served as a visiting artist at the Art Institute of Chicago and served as a panelist and seminar instructor at Valparaiso University.

His works have been exhibited in Chicago, Georgia and Huntington.

Paxton also has produced, directed, written, performed in and designed sets for 35 original plays. His work in videotape editing earned him a "Cindy Award" in 1986.

His presentation will be open to the public free of charge.

Outstanding teacher nominations sought

The selection committee for the Marshall and Shirley Reynolds Outstanding Teacher Award is accepting nominations for the award from students, faculty and alumni, according to Dr. Sarah Denman, assistant provost.

Eligible faculty members must be engaged in teaching and be on a full-time appointment at or above the rank of assistant professor, with at least three years of service at Marshall.

Nominations for the award, which includes a prize of \$3,000, can be made in a short, dated letter stating the nominee's name and department, along with reasons for making the nomination.

Legible signatures should be included on the nomination letters. The committee will not accept anonymous nominations.

Nominations should be sent by Sept. 16 to: The Reynolds Committee, c/o Sarah Denman, Provost's Office, Old Main Room 110.

Yard sale scheduled

The fall sale of surplus university equipment and supplies will be held the week of Oct. 7, according to William J. Shondel, director of purchasing and materials management.

Material received on Sept. 9 and thereafter becomes a part of the sale.

Departments that have equipment and supplies to sell should contact Carol Skaggs, manager of Central Receiving, 696-6678, to coordinate tagging and pick up by Plant Operations.

Sale items will be on display from 8 a.m. to 6 p.m. on Oct. 7-8 at the Sorrell Maintenance Building, 20th Street and 3rd Avenue. All items will be sold "as is--where is" with no guarantee as to condition.

Written bids will be accepted from interested individuals until 8 a.m. Oct. 9, when the bids will be sorted and tabulated in the Purchasing Office.

Individuals with the highest bids will be contacted by telephone and expected to pay for and pick up purchases by 4 p.m. on Friday, Oct. 11.

Williams named physical plant director

Larry A. Williams has been named director of Marshall University's physical plant, according to Dr. K. Edward Grose, vice president for administration at Marshall.

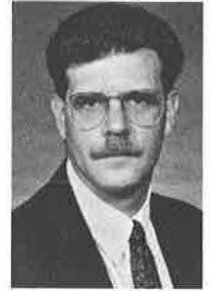
Williams had been serving as interim director of the physical plant since January and previously served as assistant director of Marshall's physical plant.

He received his bachelor's degree from Westminster College, New Wilmington, Pa., and completed a New York University program on computer applications for construction professionals and a Real Estate Institute course in construction management.

Prior to accepting a position at Marshall in 1990, he served as director of campus renovations and facilities planning and director of facilities and plant management

at Manhattanville College, Purchase, N.Y.

He previously served as director of seminary operations, assistant director of seminary operations, director of campus construction and chief engineer at Union Theological Seminary in New York City and served as assistant superintendent at Inland Steel Corporation.



Larry Williams

Williams has been involved in various community and professional organizations and is a member of the Association of Physical Plant Administrators, the National Association of College and University Business Officers and the National Trust for Historic Preservation. He also has been a consultant on preservation of historic buildings for churches in New York and coordinated a conference for architects and clergy on caring for religious buildings.

As director of Marshall's physical plant, Williams will be responsible for the operation of the entire department which includes 140 employees, 32 academic buildings and 205 acres of grounds.

"Larry has demonstrated that he can manage and supervise the university's physical plant," said Grose. "He did an excellent job as assistant director and interim director and we are glad he was willing to accept the responsibility for this important position on a permanent basis."

Donna Preston dies

Donna Kay Preston, 45, coordinator of Marshall's Legal Aid Center and the university's ombudswoman, died Sunday, Aug. 18, in St. Mary's Hospital.

She was born Nov. 9, 1945, a daughter of the late Oscar Mason and Virginia Wellman Preston.

She was a graduate of Huntington High School and Marshall University.

Surviving are two brothers, Richard Preston of Huntington and Delmar Preston of Troy, Ohio; one sister and brother-in-law, Diania and Philip Hysell of Louisville, Ky.; three nephews, Steven, Stuart and Philip; three nieces, Pam, Stacey and Jennifer; several aunts and uncles, and two special cousins, Sandy Peterson and Sherry Houvouras.

Choral Union wants members

Marshall University's Choral Union is accepting new members for the fall season, which will include performances of Franz Schubert's "Mass in G" and Respighi's "Laud to the Nativity" on Dec. 7-8.

David H. Castleberry, director of choral activities, said singers of varied experience and backgrounds are welcome to join the Choral Union.

Weekly rehearsals will be held on Monday evenings in Smith Music Hall Room 150 beginning Sept. 9.

To obtain further details contact Castleberry at Marshall University's Department of Music, 696-3127.

Smoking program planned

Marshall University's Office of Student Health Education Programs will sponsor "Fresh Start," a smoking cessation class developed by the American Cancer Society, beginning Monday, Sept. 9, at 5 p.m. in Memorial Student Center.

One-hour classes will be held on Mondays and Wednesdays for two weeks.

The course will be open to the public free of charge, however enrollment will be limited.

To register or obtain further details call 696-4800.

Nominations sought for honorary degree recipients

Nominations for honorary degree recipients for the 1992 commencement should be submitted to Dr. Mack Gillenwater, professor of geography, as soon as possible.

The deadline for nominations will be Sept. 30.

Gillenwater said the selection committee will be making its decisions earlier this year in order to give recipients more time to make arrangements to attend the ceremony.

Nominations should include a brief resume of the nominee. The committee also needs approval from the nominee to ensure that the nominee will be able to attend the commencement ceremony.

To obtain further details contact Gillenwater, 696-2504.

Gibbings joins faculty

Capt. Thomas L. Gibbings has joined Marshall University's Department of Military Science as assistant professor of military science.

Gibbings received his bachelor's degree in business administration and marketing from Radford University.

His previous assignment was as a tank company commander in the 3rd Battalion, 68th Armor, 4th Infantry Division at Fort Carson, Colo.

Gibbings and his wife, Julie, have a son, John, and twin daughters, Ashley and Emily.

DEC gives \$3.5 million in equipment

The Robert C. Byrd Institute for Advanced Flexible Manufacturing Systems at Marshall University is receiving over \$3.5 million of computer equipment and software from Digital Equipment Corporation.

The announcement was made Aug. 8 by Digital Equipment Corporation Allegheny District Manager John Flynn and Marshall President J. Wade Gilley at an afternoon press conference at the university's Center for Research and Economic Development in downtown Huntington, site of the Byrd Institute.

"This very substantial investment by the Digital Equipment Corporation in the Byrd Institute represents a tremendous vote of confidence in the work being done by Marshall University's Center for Research and Economic Development," Gilley said. "We're gratified to receive this type of support -- and we're excited about the future prospects it signals."

Robert F. Maddox, director of the Byrd Institute, said, "The Digital Equipment Corporation partnership

represents a dynamic step forward in our capabilities as a teaching facility for flexible computer integrated manufacturing."

The major pieces of hardware Digital Equipment is installing at the Byrd Institute include a VAX 4000 Model 300, a time sharing computer utilizing Digital's VMS operating system; DECsystem 5500 computer suited for high performance applications utilizing ULTRIX, Digital's enhanced version of the UNIX operating system, and two DECstation 5000 computers featuring high performance architecture and accelerated graphics for a balanced work station.

The Digital contribution also includes more than \$2 million worth of software programs for CAD/CAM which will enhance the user capabilities of the Byrd Institute.

Computer aided design and computer aided manufacturing (CAD/CAM) allow users of the system to design products and transfer the information electronically to an automated manufacturing machine which then produces the product. This system is helping to revitalize the manufacturing industry in the United States.

The institute is named for U. S. Senator Robert C. Byrd, D - W.Va., in honor of his efforts to establish the facility. Byrd, chairman of the Senate Appropriations Committee, has added \$5.8 million over the past two years for development of the center, and this year has won approval by the Senate of his request to authorize another \$4 million in federal funding for the institute.

The Byrd Institute's main objective is to provide, as a shared-manufacturing facility, flexible manufacturing technologies that will benefit the economic development of West Virginia. The institute has a full range of capabilities for educating and training personnel as well as designing and prototyping new products and designing more efficient production processes. Manufacturing firms are encouraged to bring their needs to the facility and work with the staff to develop new products or reduce cycle time by utilizing the computers and software as well as the manufacturing equipment.

"Digital's partnership with the Byrd Institute allows us to work directly with manufacturing firms to focus on the needs of those customers," Flynn said.

"This is very important to Digital because we are strongly committed to the integration of hardware and software with a network of suppliers which provides a total solution."

In addition to the hardware and software, Digital is contributing a resident manufacturing consultant to oversee the installation of the equipment and to work with local manufacturers to meet their needs. Peter F. Debockary from Digital's Charleston office is working with the Byrd Institute staff to ensure a smooth integration of the equipment into the multi-vendor environment. After the system is installed Debockary will work with area manufacturers to decide which software and equipment best meets their needs.

Maddox said, "This partnership strengthens our national leadership position as a teaching facility for advanced flexible manufacturing systems and we are very pleased to have Digital as one of our major partners."

Musicians begin tour

Flutist Wendell Dobbs and pianist Leslie Petteys will open their 1991 fall recital tour at Marshall University on Thursday, Sept. 12, at 8 p.m. in Smith Recital Hall.

The duo will perform Aaron Copland's "Duo," Katherine Hoover's "Medieval Suite" and Robert Muczynski's "Sonata, Op. 14."

As a soloist, Petteys will perform four of Virgil Thomson's musical "Portraits." Dobbs will interpret Ezra Laderman's work for flute, "June Twenty-Ninth."

Dobbs and Petteys will perform in September and October at Oberlin College, Westminster Choir College, the University of Richmond, Hampton University and the Ariel Theater in Gallipolis, Ohio.

Tickets for the Marshall performance will be \$5 for adults and \$2 for students. Students with valid MU identification and activity cards will be admitted free.

To obtain further details contact the Marshall University Department of Music, 696-3117.

Music classes forming

The Marshall University Music Preparatory Program for children and adults will offer private music lessons and classes during the fall semester, according to Mike McMullan, coordinator of the program.

Lessons will be available in voice, piano, guitar, violin, cello, string bass, organ, percussion and brass and woodwind instruments.

Lessons from 30 to 60 minutes will be arranged with fees ranging from \$125 to \$330 for the program, depending on the length of the lessons and the instructor.

Suzuki strings instruction in violin and viola will be available for \$145.

To obtain further details contact the Music Preparatory Program Office, 696-3168.

Marshall faculty and staff achievements

Staff from the Autism Training Center recently made a presentation on "A Verbal Behavior Approach to Increasing Communication in Persons with Autism" at the Autism Society of America's national convention held in Indianapolis. Presenters included Dr. BARBARA BECKER, ATC director; D.C. MEREDITH, LESA PASCAVIS-SMITH and KATHLEEN COOK TURNER, educational specialists.

RAYMOND F. WELTY, associate vice president for administration, recently was elected vice president for the Eastern Association of College Auxiliary Services. He also was named co-chairman of the 1992 Program Committee for the Eastern Association.

Dr. C. ROBERT BARNETT, professor in the Department of Health, Physical Education and Recreation, wrote an article titled "Bigger, Longer, More, and Better" for the Huntington Cub's game program. The article appeared in the program throughout the baseball season. BARNETT also was named team historian for the Cubs, one of the few teams in organized baseball to have an historian.

QUEEN E. FOREMAN, director of affirmative action

M.U.R.A.L. Center offers tutoring program

The Marshall University Reading and Learning Center (M.U.R.A.L. Center) will sponsor a 13-week tutoring program from Sept. 9 through Dec. 9 for students in kindergarten through 12th grade.

Participants will attend one-hour sessions on Mondays and Thursdays on the Marshall campus.

The program is open to all students experiencing academic difficulties in their school curriculums, including students in regular classroom placements as well as those in certain special education settings, according to Dr. Robert J. Evans, director of the M.U.R.A.L. Center.

Students will receive one-to-one attention or tutoring in small groups depending on the participants' needs. The tutoring will be done by Marshall University College of Education students under the close supervision of College of Education faculty members.

The cost of the program will be \$115 per student for the tutoring sessions. There will be an additional \$25 charge for the testing program.

To obtain further details contact Evans at 696-2853. To register contact the Marshall University Division of Teacher Education, 696-2340.

Personnel personal

Barbara James, coordinator of the Regents Bachelor of Arts Degree Program, is recuperating from surgery at the home of her daughter through Sept. 25.

Letters and cards can be sent to: Barbara James, c/o Jennifer Kyle, 4323 Estes Road, Nashville, TN 37215.

and human resources, recently presented a workshop for the West Virginia University at Parkersburg Citizens Advisory Committee on Social Justice. The workshop dealt with issues regarding social justice and affirmative action. She also discussed types of activities to assist the campus in promoting affirmative action and optimum ways to achieve social justice in higher education. On July 17, FOREMAN presented a workshop for the Student Services Division of West Virginia University at Parkersburg. The workshop provided the Student Services staff an opportunity to better acquaint themselves with African-American culture.

Dr. JOHN W. LARSON, professor of chemistry, had a paper titled "Error Analysis in Spectrophotometric Determinations and the Environmental Consequences of a Reduction in the Ozone Layer" published in the Journal of Chemical Education (Issue #11). He also attended the Calorimetry Conference held July 28 in DeKalb, Ill., where he presented a paper titled "A Thermochemical Cycle involving Enzyme Catalyzed Reactions."

Dr. ROBERT P. ALEXANDER, dean of the College of Business, attended the Southern Allied Business Association meeting, "Managing the School of Business," held July 28-30 in Savannah, Ga. He participated in a number of workshops at the meeting. He also attended the West Virginia Municipal League's annual conference held Aug. 8-11 in Beckley. ALEXANDER is immediate past president of the West Virginia Municipal League and serves on the Health Issues Board of Directors. He also chaired a session on the West Virginia Government Ethics Act. ALEXANDER was elected to serve another term on the organization's board of directors.

CHARLENE R. HAWKINS, senior administrative aide in the Graduate School, recently gave a presentation on "Time Management" to members of the Transitions Class of the Southwestern Community Action Council in Fort Gay.

Auditions scheduled

Auditions for the Marshall University Music and Theatre/Dance Department's production of "Carnival" will be held Tuesday, Sept. 3, at 3:30 and 7 p.m. in Old Main Auditorium, according to Dr. Elaine Adams Novak, stage director.

Thirty-five actors, singers, dancers and circus performers will be cast for the production which will be presented Oct. 9-13.

Singers should have their own music and be prepared to sing one minute of any song. An accompanist will be provided.

Auditions will be open to all Marshall students and faculty and staff members.

Persons cast in "Carnival" may enroll for one hour of Theatre 270 credit. Music majors who perform in the orchestra or cast may register for two hours of Music 482/582 credit.

To obtain further details contact Linda Eikum-Dobbs or J.D. Folsom in the Music Department or Dr. Novak in the Theatre/Dance Department.