

WEDNESDAY EVENING CONCERT SERIES

□ A series of six "Wednesday Evening Concerts" will begin at Lakehead University on January 14, 1970 sponsored by the university's Dept. of Music in co-operation with the Alma Mater Society.

The concerts have been organized as part of the "Man and His Arts" course, a unique program offered by the university for the first time this year which includes live lecture-concerts and hourly classes.

Each concert will begin at 8 p.m. and last approximately two hours. Students and the public are invited to attend free of charge.

Guest artists for the six concerts will provide a variety of musical sounds from the rich notes of a string bass to the futuristic vibrations of electric music.

A tentative program for the Wednesday Evening Concerts is listed below:
January 14: Soprano Jane Forster, "History and Style in Art Song"
January 21: Gary Karr, String Bass (he will also be guest artist at the January 24, 25 Symphony Concert) Program to be announced.

February 18: Udo Kasamets, noted musician from Toronto who will experiment with a combination of sights and sounds with electric music and a light show.

March 11: To be announced

March 25: Demonstration of workshops in music by students from the "Man and His Arts" course. Anything goes.

April 1: Watch for announcement of spectacular concert.

The popular Friday evening "Intimacy Concerts" which are also part of the "Man and His Arts" course will begin in the new year on January 9. Featured artists will be: the Princeton String Quartet.

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Academic Staff Invited To Open House

□ The public is invited to tour Lakehead University's new facilities which include the Centennial Building, Agora and University Centre Extension at an Open House on Monday, Dec. 22. Tours will begin at 2 p.m. and continue throughout the day until approximately 8 p.m.

Visitors to the Open House might also be interested in a dramatic presentation in the Agora, a film, an art show and light refreshment which will be featured in various parts of the new building.

Director of Services, George Lawrence asks the co-operation of the academic and administrative staff in welcoming the guests either in the Agora or in the various labs and offices.

G. H. Schmidt Named New Director of Information

□ Lakehead University President W. G. Tamblyn recently announced the appointment of George H. Schmidt as Director of Information Services at the University. Mr. Schmidt succeeds Charles D. McQuat who is now Director of Information and Research for the Mid-Canada Development Corridor Foundation in Toronto.

Mr. Schmidt graduated from the University of Wisconsin, with a B.S. in public relations and an M.S. in industrial communications and attended the University of Colorado, Boulder, for graduate studies in Business Administration.

Following graduation, he was an advertising and public relations manager for the West Bend Company, Koppers Company, Inc. and Harnischfeger Corporation in Wisconsin. For the past five years he has been Director of Public Relations at Northland College, Ashland, Wisconsin.

He is presently principal shareholder and publisher for Voyageurs, Ltd. of Washburn, Wisconsin, a graphics firm which publishes weekly newspapers in Baysfield and Iron River, Wisconsin.

Since 1968, Mr. Schmidt has served on the Wisconsin governor's education task force which will present a new structure for elementary, secondary and higher education for that state in January, 1970.

Mr. Schmidt is national president of the Sports Information Directors Association, an affiliate of the National Association of Intercollegiate Athletics. Last year he collaborated on a book on sports information for the NAIA. He is also a member of four other education information organizations.

He has served as a public information advisor for the midwest region American Red Cross for seven years and is presently a director of the Memorial Medical Centre, Inc. of Ashland.

His other affiliations include President of the Ashland Tennis Club.



G. H. Schmidt

Vice-President of the University of Wisconsin Alumni Association (Chequamegon Area Chapter); Legislative Chairman of the Bayfield Chamber of Commerce; Ashland Area Chamber of Commerce; Bayfield County Chamber of Commerce; Ashland Elks Country Club and Mount Ashwabay Ski Club.

Mr. Schmidt is married and has three children.

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NEW APPOINTMENT

□ Edward S. (Ted) Kayden has joined the staff of Lakehead University in the capacity of Graphic Design & Layout. He will work in association with the Dept. of Information Services and Audio-Visual Aids to provide graphic services for brochures, publications and other printed materials and audio-visual presentations.

Born and educated in the Lakehead, Mr. Kayden began working as a draftsman with C. D. Howe Company. Five years later he set up his own Graphic Arts agency in Port Arthur, the first business of its type in this area. After he had successfully built up his agency he sold the business and joined the Northwest Regional Library to organize and develop their Graphic Art Centre.

For the last four years Ted has worked in a supervisory capacity with Lehto Printers in Port Arthur.

Mr. Kayden has also served as a free-lance photographer for Canada Car (Tree Farmer Division of Hawker Siddely Canada Ltd.) and has free-lanced on graphic design for local printers.

As of January, 1970, Ted Kayden's office will be in the Black Shack. He is now temporarily located in the Social Centre of the men's residence with the Information Office.

CHILDREN'S CHRISTMAS PARTY

□ The Lakehead University Women's Association will host a Children's Christmas Party on Sunday, Dec. 21, from 2:30 - 4:30 p.m. in the Main Cafeteria. The party is planned for 2 - 8 year-old children of faculty, administration and staff members. Cost is 50 cents per child and refreshments for parents are free.

Please send the names of the children you plan to have attend the party along with their admission fees to: Mrs. Marion Holah, c/o L.U.W.A., Lakehead University.

Service Report On Office Services

□ Every time you place a long distance business call or your secretary runs out of erase-tape, somebody on Miss Georges' staff will hear about it.

Leona George is Manager of Office Services. Her staff does everything from placing long distance calls to New Delhi and filling orders for 13 bottles of rubber cement, to typing 382 identical letters on the MT-ST.

Miss George is directly responsible to the Director of Services, George Lawrence. Her duties include the supervision of the general office staff, provision of secretarial overload services for academic and administrative departments and the operation of office support services. She also assists the Director of Services in the promotion and co-ordination of special activities such as conferences, tours, etc.

The various services under her jurisdiction include:

SWITCHBOARD: Switchboard hours are from 8 a.m. until 5 p.m. weekdays and 9 a.m. until 12 noon on Saturdays. In addition to providing telephone information services within the university community, the switchboard operators are mainly responsible for incoming and outgoing calls. Inter-university calls are handled electronically. All long distance calls should be placed through the switchboard for billing purposes. After the required information has been given the caller is given an outside line and may complete his call in the usual way.

Switchboard operators include:

- Mrs. Gail Rissanen
- Mrs. Margaret MacKinnan
- Mrs. Norma Gibson

MAIL ROOM

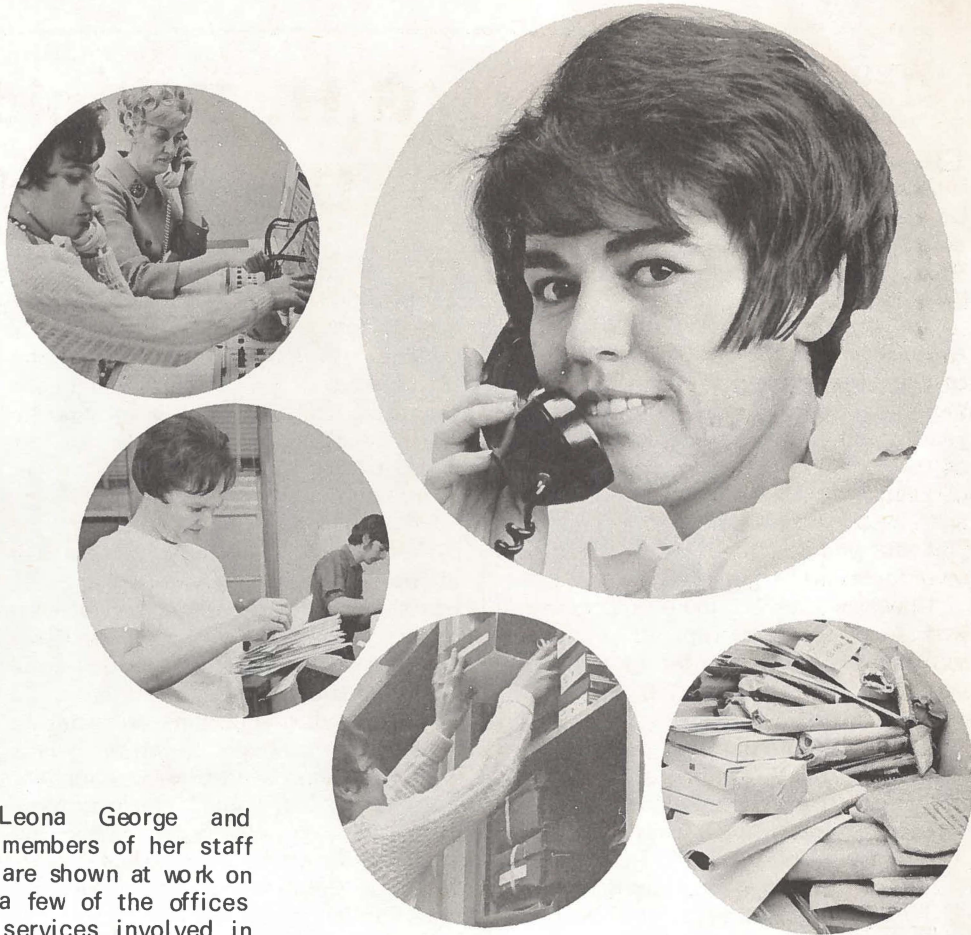
(a) Hours of operation - 8 a.m. to 5 p.m. Monday to Friday. The Mail room is closed on all holidays observed by the university.

(b) Delivery Schedule - All outside mail is received from the downtown Post Office at 8 a.m. and is sorted and delivered with the inter-office mail.

Mail pick-up and delivery is made to all offices, once in the morning and twice in the afternoon.

Outgoing mail should be in the mail room no later than 3:30 p.m. if it is to be dispatched the same day; however, mail will be stamped up to 5 p.m. providing it is mailed personally.

(c) Information - For information or assistance regarding mail rates or other mail matters, please contact the mail room.



Leona George and members of her staff are shown at work on a few of the offices services involved in her department.

(d) Staff - Mrs. Ann Yawney
Mr. John Dixon
Mr. Archie Gillis

Part Time Staff: Doug Hansen, Leo Labell, Marcel Morin

OFFICE SUPPLIES

All manner of office supplies from dark blue stamp pads to 12" rulers are filled in the stockroom and delivered to the individual departments upon request.

TELEX

Hours of Operation:
9 a.m. to 5 p.m. Monday to Friday

The telex is closed on all holidays observed by the university. For information or assistance regarding telex matters or rates, please contact Mrs. Lorraine Smith in the General Office, ext. 323.

OTHER SERVICES

- Secretarial overload
- service calls on office machines
- ordering of office equipment
- trained operator on MTST
- travel arrangements
- service agreements for machines

For further information or assistance regarding office services contact Miss George at ext. 578.

WEEKLY EVENTS

MONDAY, DECEMBER 15

- 12 noon all aft. AMS Film-"Far From the Madding Crowd" no admission charge Aud.
- 2 pm Fac. of Science Meet. Rm. 1029
- 7 pm Psychology Class Reading Seminar Rm. 126.1

TUESDAY, DECEMBER 16

- 7 pm Ukrainian Club Film "The Ukraine Today" Fac. of Ed. aud.

WEDNESDAY, DECEMBER 17

- 12 noon all aft. AMS Film-"The Fixer" -No admission charge Aud.

FRIDAY, DECEMBER 19

- 9 am Fac. of Arts meeting Rm. 1029
- 9 pm Arts Society Christmas Semi-Formal - Music by "Terry and the Pirates" Contact AMS Office for more info. Cafeteria

SATURDAY, DECEMBER 20

- 6 pm - L.U. Annual Christmas Party
- 1 a.m. 6 pm-Cocktail hour Res. Din. Rm
- 7 pm-Smorgasbord Cafeteria
- 9 pm-Dance

**** ALL EVENTS SUBJECT TO LAST MINUTE CHANGE****

Lakehead University

WEEK

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Department of Information Services

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Gail Keffer, Secretary

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NORTHERN
STUDIES
RESOURCE
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