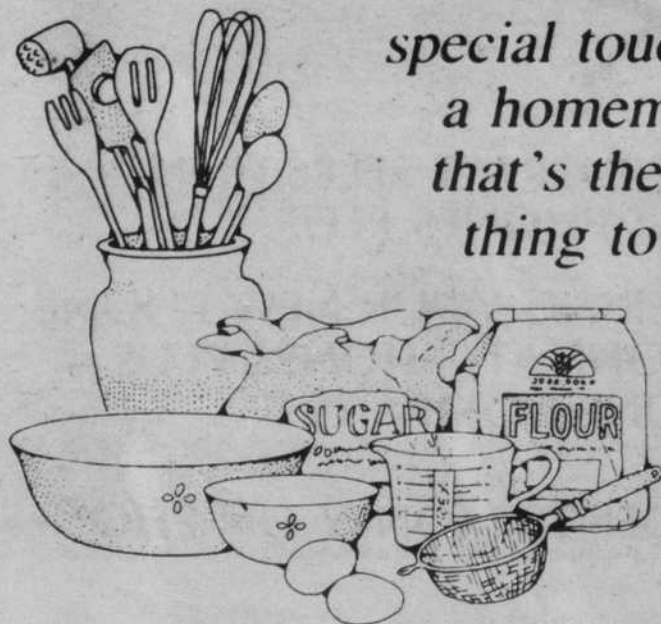


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## Pres. Olum's secretary handles the pressure

By Sandy Johnstone  
Of the Emerald

Chris Leonard writes a note telling herself to look up the minutes of a Faculty Senate meeting, answers the phone and makes an appointment in the president's crammed calendar and writes notes on the mail she will give to University Pres. Paul Olum to answer.

Leonard is Olum's secretary, a pressured job that requires fast thinking and a solid understanding of the University.

"The president's office is always having crises. Things are always falling apart," says Olum. "God knows what will happen next. But Chris can handle it."

"She knows what's needed," says Muriel Jackson, assistant to the administrator. "Chris can provide that extra measure of support that smooths the edges of responsibility."

Leonard says you get used to the pressure.

"You come to work and have the day all planned out, but it never works out that way," she laughs. "You have to be flexible, to shift priorities. To be poised and not let things get to you. You can't let the stress get to you."

Much of Leonard's job is referring people who call the president's office to the appropriate vice president or dean, a task that requires an intimate knowledge of the University.

"I need to know what's going on," says Leonard. "The first thought is always to call the president so it's best to be forewarned. Of course, there are things only the president can handle. But the president can't see everyone."

"The person who manages the

president's time must know the University well and the president's priorities," says Jackson.

Olum sees all the mail that passes through the office. "He does not want to be protected," says Leonard. The president's lack of information about a topic could be harmful, in fact. For example, if a professor sees Olum and asks about a letter recently sent to him, the faculty member would be very upset if the president didn't know anything about it, she says.

Leonard thinks of herself as part of a team composed of herself, Jan

**'You come to work and have the day all planned out, but it never works out that way.'**  
— Chris Leonard

Medrano, a management assistant in the President's Office, and Olum.

"He values your advice," she says. "He is an informal, team person."

Often, Olum will try out his ideas on her and Medrano. Leonard often drafts letters to show to Olum for his approval.

"It's better to have someone a little away listen to see how it will strike the public," she says.

But Leonard isn't after recognition for her work.

"My job isn't as president — it is to help him," she says. "If you want recognition then get out there and take the flak. It takes a

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## Senate

Continued from Page 21

"I think it will be a major struggle to have the delegation of power to the Senate," says Lemert. "It may be a struggle with no students on the Senate."

But the number of students on a more powerful Senate may be crucial for many faculty.

At a hearing last spring, one person said the only reason the students were allowed to be one-third of the Senate was because the Senate has no power. "More than one faculty member at the meeting laughed in agreement," says Lemert.

Prothe intends to introduce a motion amending the number of students to 18 and the number of faculty to 36. Lemert believes the attempt may fail to achieve SUAB's objectives.

The motion may pass because people wanting to defeat the whole plan would vote for it, or if SUAB antagonizes faculty while making its cause, it could spur a motion for zero students, Lemert says.

"It's better to have student representation in a body that means something than one-third of a body that doesn't mean much."

### Architecture school offers revamped degree program

A revamped undergraduate program is available this fall at the University through the Department of Planning, Public Policy and Management in the School of Architecture and Allied Arts.

The program prepares graduates for entry-level positions in public service, non-profit and private firms which address issues related to planning, public policy and management, or for graduate study in fields ranging from business to law to urban planning.

Monday, September 19, 1983