

ISSUE UNIVERSITY NOTES  
December 21, 1970

Notes for faculty and staff will be distributed on Monday of each week, if news items are available. Please give notices which should appear in a particular issue of UNIVERSITY NOTES to Mrs. Barton prior to 4:00 p. m. on Friday.

1. Merry Christmas from Personnel

Checks due on December 25, will be here at 4:30 p. m. on December 22.  
Checks due on January 1, 1971, will be here at 4:30 p. m. on December 31.  
Any question should be referred to Extension 270.

2. Switchboard Schedule During the Holidays

December 19 - 8:00 a. m. to 12:00 p. m.  
December 21 - 8:00 a. m. to 6:00 p. m.  
December 22 - 8:00 a. m. to 6:00 p. m.  
Switchboard will be closed - December 23, 24, 25, 26 and 27.  
December 28 - 8:00 a. m. to 6:00 p. m.  
December 29 - 8:00 a. m. to 6:00 p. m.  
December 30 - 8:00 a. m. to 6:00 p. m.  
December 31 - 8:00 a. m. to 6:00 p. m.  
Switchboard will be closed January 1, 2, and 3.  
Regular schedule effective January 4, 1971.  
For further information contact Extension 270.

3. House Cleaning During the Holidays

Mr. Simmons, Custodial Supervisor, announced that it was house cleaning time in the administration building and the classrooms. The dates set for this job will be from December 21 through December 31. If you plan to be gone on the date your department has been scheduled for cleaning please cooperate with him by clearing desk tops and remove paper and boxes off the floor. Department heads will be notified of the date your department has been scheduled for cleaning. If there is any question please contact Mr. Simmons on Extension 300.

4. Congratulations to Security Guard

The administration, faculty and staff wish to extend congratulations to Mr. William Finn upon his marriage to the former Mrs. Anna Smith on Monday, December 14, 1970.

5. Holiday Greetings from Dean

Holiday Greetings! The Holiday season brings pleasing thoughts of peace, love, happy hearts, and cherished memories. I am especially pleased to wish each of you every happiness this 1970-71 holiday season. May this be a season of love, of joy, and of peace that remains with us throughout the coming year.

David L. Pice  
Dean.

