



STAFF BULLETIN



December 23-29, 1968

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(ext. 2219). Deadline for submitting material is 5 p.m. Thursday.

NOW'S TIME TO MAKE CHANGES IN YOUR TIAA-CREF PROGRAM

For those who have participated in TIAA-CREF Retirement Program at Oakland for a six-month period or longer, certain options may now be exercised in the program as follows:

1. The individuals contribution (minimum of 5 percent may be increased).
2. The investment proportions may be changed (75 percent in CREF is maximum).
3. An individual may take advantage of the tax deferral option (option allows the deferring of income taxes until annuity is received).
4. The beneficiary may be changed.

These options must be elected by January 14, 1969, by securing and filling out the proper forms at the personnel office. If there are any questions in connection with this program, please contact the personnel office, 138 NFH, ext. 2024.

OC HOURS LISTED

Limited hours and services for the Oakland Center have been announced for the winter semester break. The building itself will be open this week on Monday and Thursday from 8 a.m. to 5 p.m. and on Friday and Saturday from 8 a.m. to 6 p.m. It will also be open from 8 a.m. to 5 p.m. on Monday, December 30. The building will be closed all day Tuesday, Wednesday, and Sunday of this week, in addition to Tuesday, December 31 and Wednesday, January 1. The public cafeteria, Oakland Room, resident cafeteria, Scholar Shop and Pickwick Room are closed until January 6. The Book Center will be open Monday, Thursday, and Friday of this week and Monday, December 30.

TO CONDUCT SEMINAR

Robert L. Stern (chemistry) has been invited by McNeil Laboratories, Inc., of Fort Washington, Pa., to deliver a seminar in February on "The Gas-Chromatographic Separation of Diastereoisomers."

READY FOR TAX TIME

W-2 forms for 1968 earnings will be mailed out to University staffers by about January 15, computer willing, according to the business office.

BOARD DEADLINE

The next meeting of the MSU Board of Trustees will be held on January 16. Materials to be submitted for board action should be in the office of H. N. Stoutenburg, 101 North Foundation, by Thursday, January 2.

CALENDAR

(University offices closed Tuesday and Wednesday, December 24-25)

Monday December 23	2:00 p.m. and 7:30 p.m.	Studio Company of Meadow Brook Theatre presenting special holiday play, "The Imperial Nightingale," in Wilson Hall (matinee and evening performances)
Tuesday December 24	2:00 p.m. 6:30 p.m.	"The Imperial Nightingale" John Fernald Company of Meadow Brook Theatre presenting "The Magistrate," in Wilson Hall
Wednesday December 25	3:00 p.m. 8:15 p.m.	"The Imperial Nightingale" "The Magistrate"
Thursday December 26	2:00 p.m. and 8:15 p.m.	"The Magistrate" (matinee and evening performances)
Friday December 27	 2:00 p.m. and 8:15 p.m.	Basketball, Alma College Tourney (away) "The Imperial Nightingale" "The Magistrate"
Saturday December 28	 11:00 a.m. and 3:00 p.m. 8:15 p.m.	Basketball, Alma College Tourney (away) "The Imperial Nightingale" (two matinees) "The Magistrate"
Sunday December 29	6:30 p.m.	"The Magistrate" (final performance)