

STAFF BULLETIN

DECEMBER 22, 1961

SWITCHBOARD HOURS: Mr. Karas announces that the MSUO switchboard hours are being extended for a test period. If there is sufficient telephone traffic of an official nature during the evening and weekend period, an effort will be made to continue the additional service. Hours during the test period, which has started, are 7:30 a.m. to 10 p.m., Monday through Friday; 8 a.m. to 4 p.m. on Saturday.

MAIL SERVICE: A supplementary U.S. mail pickup at 9 a.m. has been initiated for the offices in North Foundation Hall. The pickup is timed to the 9:30 a.m. collection in Rochester.

PERSONAL ITEM: "We wish to express our profound gratitude for the overwhelming shower of gifts that have been presented to Neil. (He is now better dressed than Wally.) Three presents had lost their cards and we would like to express our individual thanks to the donors of a white blanket, a set of plastic crib bells, and some aqua terry cloth pajamas if they will please identify themselves.

Mr. and Mrs. Walter Collins "

SPECIAL NOTICE

BEGINNING JANUARY 2, THE STAFF BULLETIN WILL BE INCORPORATED INTO THE OAKLAND OBSERVER, WHICH WILL BE PUBLISHED EVERY FRIDAY.

DEADLINE FOR ALL BULLETIN COPY IS NOON TUESDAY OF THE WEEK OF PUBLICATION. COPY SHOULD BE DELIVERED TO THE OBSERVER OFFICE, NO LONGER TO MRS. McNEIL. COPY MUST CARRY THE NAME OF THE PERSON REQUESTING PUBLICATION. TO PREVENT CONFUSION, TELEPHONED BULLETIN ITEMS WILL NOT BE ACCEPTED. THE OBSERVER WILL BE IN ITS NEW OFFICE, 109 NFH, JANUARY 3.