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April 20, 1971

SPRING FLING

Well, our informal buffet luncheons at the Faculty Club are a success!!! Everyone seemed to enjoy themselves and the food.

Our doorprize winners this week were:

Nick Lammerman - Admissions Office - wide navy tie

Marilyn Tuttavilla - Library - Intimate Powder

Have you made your reservations yet for the first "Spring Fling"? Call Lorraine (extension 278 or 293) to make your reservations. It is going to be a ball, so come one, come all!!!

PROGRAM

INFORMAL BUFFET LUNCHEON AT THE FACULTY CLUB

4th Floor

-

Library

Arlington Street

Time & Cost

Date

Hosts

12:00 - 2:00 P.M.

(CANCELLED)

Thursday, April 22

Non-Professional Staff

Wednesday, April 28

Social Science & Science Depts.

\$2.00 per person

Submitted by: Lorraine McGoldrick, Personnel Office,
X278 or 293

DOWN-GRADED
POSITIONS???

Do you have a position that is going to be down-graded when the present incumbent leaves?

If so, contact the Personnel Office for advice on how to maintain the grade at its present level.

Due to the State's austerity policy it is imperative that justification for upholding a grade be made before a position is vacated.

BOARD OF TRUSTEES
DEADLINE

CORRECTION DATE - May 7, is the deadline date for submission of material to Amherst to be included on the agenda for the May monthly Board of Trustees Meeting.

Items submitted by: Thomas Franklin, Personnel Office,
X278, 293

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HOUSE WANTED

A member of our German Department who is currently on leave in Germany will be re-joining our staff in September. He would like to sub-let an apartment or small house, furnished or unfurnished (with a minimum of kitchen, bathroom, living room and two bedrooms) for a year beginning September 1, 1971. He has one child (a year old) and does not wish to spend over \$200.00 a month. An apartment or house in Boston or the vicinity is desired.

For further details and information, please contact the Personnel Office, Thomas Franklin, X278 or 293.

HOUSE TO-LET

Three-bedroom, attractive lakeside furnished house for rent, mid-Aug. 1971 to end June, 1972. Has all appliances, one and a half baths. Excellent swimming three minutes away. Convenient by train, 25 min. Sharon station to Boston, or Providence. 10 minutes from Rte. 128 via Interstate 95, only 30-40 minutes drive to Boston. Suburb, with all facilities, good schools. Rent \$265 a month plus utilities if tenant agrees to take care of very-easy-to-manage dog and cat.

Write Robbins, 91 Lakeview St., Sharon, Mass. 02067, Tel. 784-2314 (from Boston dial 1 first). Or in Boston, call Mr. Robbins, 542-6500 Ext. 469 (message can be left at Ext. 479 or 489 as well), or Mrs. Robbins, 482-9220, Ext. 314.

Submitted by: Richard Robbins, Prof. of Sociology

BUDGET DIRECTOR

Mr. Thomas Baxter has been appointed Budget Director for UMB and has taken over these responsibilities as of 12 April, 1971. He is located in Room 6-0212, 131 Arlington St., telephone number 516. Stop by and get acquainted and ask any questions that may be bothering you concerning FY73 budget.

Mr. Paul Gigley has been appointed Manager, UMB Bookstore, effective 1 April, 1971. All members of the faculty are encouraged to stop by the Bookstore and get acquainted.

Submitted by: T.B. Olson, Business Manager, X201

CENTRAL DUPLICATING

The University has acquired an Offset Press and Plate Maker and we are now preparing all of our central duplicating by this process.

You can prepare a copy for this process by typing your originals on plain bond paper, exactly as you wish it to appear on the finished product.

We will make our masters from your originals. Please do not send anymore mimeograph or ditto masters to central duplicating for your long run work.

Submitted by: L.A. Mulsman, Director of Aux. Services, X282.

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CLOSE OF FY1972
PURCHASING PROCEDURE

The State Comptroller has set a cutoff date of June 15, 1971 for receiving encumbrance documents for fiscal year 1971 appropriated funds. All funds not encumbered on that date will revert back to the Commonwealth.

We would like to keep the reversion of University funds to a minimum. In order to insure that all of our funds are encumbered before the "cutoff" date we are asking all departments to submit requisitions, spending the remainder of their allocation, to the Purchasing Department prior to May 1, 1971. This date will allow sufficient time for bidding and purchase order preparation and distribution.

Soon after the Appropriation Act has been passed by the Legislature and the Trustees approve the Operating Budget, you will be advised of the funds you will have available for the fiscal year 1972. Upon receipt of these amounts, you may submit requisitions - against 1972 funds - for goods to be delivered or services rendered on and after July 1, 1971. Such requisitions must be prominently labeled "1971 funds".

Your assistance in bringing about an orderly closing of the fiscal year is appreciated. Please bring this to the attention of all other personnel concerned. Inquiries concerning this notice should be directed to the Purchasing Department - extension 253 or 254.

YEAR END ACCOUNTING
AND BUDGET NOTIFICATION

All Departments are urged to review their departmental budgets with respect to their anticipated needs through Year-End. If anticipated needs are now foreseen beyond what the department has left unencumbered, the chairman should contact The Business Manager or Director of Accounting, right away. At the same time, if it is anticipated that funds will not be used, this information should be made known so that these surpluses may be used for other University needs. Cooperation in this regard will be greatly appreciated.

03 - HONORARIA
03 - STUDENT WAGES

A survey is now being taken to compile needs through Year End. The accounting office must complete this projection by April 30th. If you have needs in these two subsidiary accounts exceeding your departmental budgets, it is vitaly important that you contact the Director of Accounting immediately.

Submitted by: B.A. Drinkwater, Director of Accounting,
X202, 519.

PRE-REGISTRATION

The Pre-Registration period is Tuesday, April 27, through Friday, May 7. Students will pick up Pre-Registration material in the Sawyer Building Tuesday, April 27, and Wednesday, April 28, 9-12, 1-3.

Students will make appointments with faculty advisors during the two week period. Students selecting courses in departments requiring advance registration must have the departmental stamp of approval on the Pre-Registration card.

The revised core and distribution requirements approved by the Senate will be in effect for all classes including the class of '71. Graduation requirements follow:

In order to graduate, a student must obtain a total of 124 graduation credits, to include:

- 1) a minimum of 45 residence credits
- 2) the major field requirements
- 3A) the core and distribution requirement
 - a) One year of training in writing to be taken in the Freshman year.
 - b) Three terms of course work in the social sciences, of which at least one must be taken in History and one in another discipline.
 - c) Courses in foreign language as follows:
Students must demonstrate proficiency at the intermediate level. Students who meet the entrance requirements regarding language or who otherwise demonstrate elementary proficiency in a foreign language shall take one year of a foreign language at the intermediate level or one year of a foreign literature in translation.
 - d) Three terms of course work in the natural sciences or in mathematics, of which at least two terms must be taken in the same discipline, and at least one in a natural science.
- 3B) Guidelines and procedures for student-advisor designed core curriculum option will be available by September registration. Students should pre-register under option A.

Submitted by: Eleanore R. Silverman, Registrar, X506-509.