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University of Massachusetts Boston

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Due to the Memorial Day holiday, the courier run, next week, will be on Wednesday, June 2 and Friday, June 4, 1971.

1. The new phone number for Central Duplicating Services is extension 535. Please use this number when inquiring about duplicating services.

2. Central Duplicating requires at least 24 hours lead time to process short term orders. Please allow sufficient lead time, 24 to 48 hours, when preparing examinations and classroom handouts that have a specific deadline.

We have a limited amount of Freeman Monthly Pocket Calendars, (one booklet for each month), and 1971 desk pad calendars 19 x 24 available in college supply. You can order them for $1.00 each, while the supply lasts.

Mr. John Larner has been appointed Public Information and Publications Officer for the Boston Campus and will assume his duties on June 1. Mr. Larner is currently News Director at Boston College and is a highly respected member of the Boston News and Public Relations Profession.

In addition to being responsible for all external public relations for the Boston Campus, Mr. Larner will assume responsibility for all official publications.

Requests for Honoraria Payments and Travel Expense Vouchers (CD-18) submitted to the Accounting Office on or after May 24th, will require substantially longer processing time than normal. This is due to the unique procedures required for the year end "Closing of the Books".

Furnished and carpeted one bedroom apartment in excellent building corner of Commonwealth Ave. and Arlington Street (at Public Gardens) nice living room; tile kitchen with dishwasher, washer and dryer in the building, $200 a month. A couple or single professor preferred.

Call Mr. Martin: 261-1089 after 6:00 P.M. or Secretary of Spanish Dept. at UMB.

Please return all Advising Folders to the Advising Office (Room 111 Sawyer) immediately. Thank you.

Submitted By: Patti Giangrasso, Advising Office, X531, 532.
DATE CORRECTION
Submitted By: Thomas Franklin, Personnel Director, X278
May 26th, is the deadline for submission of Personnel Action Forms and related materials to the Office of the Dean for processing for the meeting of the Board of Trustees on June 30th.

NEED FOR AFFIRMATIVE ACTION AT UMB
Submitted By: Thomas Franklin, Personnel Director, X278
The non-white percentage of the Boston population is upward of 16%, most of whom are Black. This means that more than one of every six residents is either Black, American, Indian, Afro-Spanish, or Oriental. Does the composition of your Department reflect the ethnic ratio of this city---of this state---of this country---of

MASTER CALENDAR
June 4
Commencement
June 30
Meeting of Board of Trustees in Boston.