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University of Massachusetts Boston

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U.M.B BULLETIN

June 1, 1971

COURIER RUN

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

CENTRAL DUPLICATING

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.

COLLEGE SUPPLY

Submitted By:
L.A. Mulsman, Aux. Serv.,
X282

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.

PUBLIC INFORMATION AND PUBLICATIONS OFFICER

Submitted By:
William R. Hamilton, Jr.
Vice Chancellor, X291

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.

PROCESSING OF TRAVEL EXPENSE VOUCHERS AND HONORARIA PAYMENTS

Submitted By:
Byron A. Drinkwater,
X202, 519 (Accounting)

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".

Payees involved should be so informed.

SUMMER SUBLET APARTMENT JUNE 1 UNTIL AUGUST 31

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 drier 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.

FACULTY ADVISERS

Please return all Advising Folders to the Advising Office (Room 444 Sawyer) immediately. Thank you.

Submitted By: Patti Giangrasso, Advising Office, X531, 532.

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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.

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 expenses (Form 1042-B) submitted to the Accounting Office on or after May 15th, will require substantially longer processing time than normal. This is due to the unique procedure required for the year end "Closing of the Books". Payees involved should be advised. Furnished and carpeted one bedroom apartment in excellent building corner of Commonwealth Ave. and Arlington Street (see Public Services) also living room with kitchen with dishwasher, washer and dryer in the building, \$2000 a month. A couple or single professor preferred. Call Mr. Martin, 281-1089 after 6:00 P.M. or Secretary of Spanish Dept. at UMB. Please return all advising folders to the Advising Office (Room 405 Center) immediately. Thank you. Submitted by: Paul D'Amico, Advising Office, X271, 752.

COLLEGE SUPPLY
Submitted by:
L.A. Molman, Box 307,
X282
PUBLIC INFORMATION AND
PUBLICATIONS OFFICER
Submitted by:
William R. Hamilton, Jr.,
Vice Chancellor, 1991
PROCESSING OF TRAVEL
EXPENSE VOUCHERS AND
HONORARIA PAYMENTS
Submitted by:
Barry A. Dinnelster,
X202, 219 (Accounting)
SUBMIT BUREAU APPOINTMENT
FORMS 1 UNTIL AUGUST 31
FACULTY ADVISERS