

San José State University

WASHINGTON SQUARE
SAN JOSE, CALIFORNIA 95192-0002

OFFICE OF THE PRESIDENT

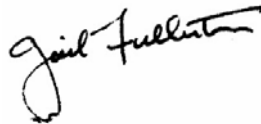
(408) 277-3457

P82-17

September 15, 1982

MEMO TO: Deans, Department Chairs,
Administrative Heads

FROM: Gail Fullerton
President



SUBJECT: Support Staff Coffee

The Support Staff Coffee, an annual event honoring Support Staff, will be held this year on Tuesday, October 5, 1982, from 9:30 to 11:00 a.m. in the Umunhum Room of the Student Union.

I hope you can arrange your department schedule on that day so that all Support Staff members wishing to attend the Coffee will be given at least twenty to thirty minutes extra time off to attend.

GF:ck

cc: Academic Vice President
Executive Vice President
Associate Academic Vice Presidents
Associate Executive Vice
Presidents Dean, Student Services
Director, Admissions and
Records Personnel Officer