

C O A S T A L C A R O L I N A C O L L E G E

M I D - W E E K M E M O

July 12, 1978

STAFF CHANGES
REPLACEMENTS

Betty K. Smith has transferred from the Graduate Office to the Business Administration Department replacing Cindy Little as secretary in that department.

Helen R. Hood has been employed as secretary in the Graduate Office replacing Betty K. Smith effective July 5, 1978.

Anna Lombardo has replaced Jackie Craigo as Library Technical Assistant III in the Kimbel Library effective July 17, 1978.

Bethany James will be replacing Anna Lombardo as Library Technical Assistant II in the Kimbel Library on July 24, 1978.

Cynthia H. Best (Cindy) has replaced Louise Lambert as secretary to the Science Department effective July 10, 1978.

Patricia N. Wood has been employed as secretary for the Math Department replacing Priscilla Chappell effective July 5, 1978.

Michelle J. Miller has been employed as secretary to Mr. John Walsh, Consultant of Brakeley, John Price Jones Inc., who will be conducting a fund raising drive for Coastal Carolina College. The campaign office is located in Trailer #1.

Milton Willoughby has been employed as Custodial Worker replacing Timmy Blair effective July 10, 1978.

PHONE
INFORMATION

The switchboard is presently open from 8:00 a.m. until 5:00 p.m. each day Monday through Friday. If there should be a need to reach someone on campus during the hours which the switchboard is closed, please call Security at 448-1006 and after hearing a beeping sound, leave your message. If you need to reach someone, in this way the Security will give the message to the person and he may return your call. You may also call our Maintenance Supervisor, Paul Braunbeck, who lives on campus at 347-3228.

PAYROLL
INFORMATION

Faculty who are teaching Summer II will be paid on July 31 and on August 15.

ANNUAL FACULTY
RECEPTION

Please reserve Tuesday, October 3, for the Annual Faculty Reception to be held at the Dunes Golf and Beach Club at 6:30 p.m. This supersedes the date of September 28.