


TO: Ms. Donna Garr, Affirmative Action Officer
FROM: S. Joseph Woodka, Dean, College of Letters and Science
SUBJECT: Assignment of Office Space
DATE: November 24, 1976



In response to your inquiry of the 23rd, and confirming my conversation with you, I am assigning Room 441 in the College of Professional Studies to Ms. Joan Taylor, Coordinator of the Women's Study Program. This is an office which was assigned to the Department of History and, due to the death of Professor Rhys Hays, is now vacant.

Please have Ms. Taylor see the History Department secretary for a key to that office and building. I trust this will meet your needs with respect to that particular program.

SJW:nw

cc: Mr. Justus Paul, Chairman
Department of History
Mr. Arthur Fritschel, Dean
College of Professional Studies
Mr. David Coker, Assistant Chancellor
for University Services