

MEMORANDUM

DATE: February 6, 2024

TO: All Faculty and Staff

FROM: Lori Blodorn, Associate Vice President
Human Resource and Administrative Services/CHRO



The campus will make several air-conditioned rooms available that will be equipped with computer and internet access for employees that must work when the campus is closed. Please contact Lori Blodorn, Ext. 2266 for staff, or Debbie Boschini, Ext. 2154 for faculty, to arrange these accommodations.

There are several areas which will not be affected by these summer hours. Please check with your supervisor to determine your specific hours of work.

For instructions on how to download the summer hours directly to your Outlook calendar (Fridays specified), please go to the [HR webpage](#). For technical support, please call the ITS Help Desk at x4357.

Please contact your appropriate administrator or the Office of Human Resources with any questions you may have regarding summer hours.

LB:bf

Attachment