



July 27, 2015

Dear Northeast Faculty and Staff:

Welcome to the 2015-2016 school year. I hope you have had an enjoyable summer and are ready to start a new journey beginning with the Fall 2015 semester. We have planned a full day of in-service activities designed to orient and update all employees.

Fulltime faculty, staff and administration will report to campus **Wednesday, August 12, 2015**, for the Faculty/Staff In-Service General Meeting. The day will begin at **7:30 a.m.** with breakfast being provided in the Cafeteria of the Frank and Audra Haney Union. The General Assembly will begin promptly at 8:00 a.m. in the Claude Wright Room. **Attire for the day is professional dress.**

Everyone will be provided lunch compliments of the Office of Planning & Research. Lunch will be served in the cafeteria. Patrick Eaton will give an update on the Foundation and distribute the Years of Service Award pins. After lunch, staff will be dismissed to their offices and faculty will reconvene for important announcements.

Wednesday afternoon administrative offices will reopen at 12:00 p.m. in order to serve our students. Registration for our off-campus sites will be held from 3:30 until 6:30 p.m. at Northeast at New Albany and Northeast at Corinth. Regular registration for all students will be held on Thursday, August 14th and Friday, August 15th beginning at 8:00 a.m. Administrative offices that assist with registration will extend their hours on Thursday until 6:00 p.m. to register our non-traditional students. The bookstore will stay open until 6:00 p.m. on Thursday, August 14th.

Instructional division meetings will occur Wednesday, August 12th, at 1:45 p.m. The Northeast chapter of the Faculty Association will hold its first meeting on Thursday, August 14th in Waller Hall room 304 at 2:00 p.m.; it will select a new president and vice president. New Employee Orientation will be provided August 11th for all employees who have been hired since September 1, 2014. Professional development opportunities will be offered as well. Sign up sheets will be provided at Wednesday's meeting.

I am looking forward to the upcoming school year, and I hope this in-service day will be a great start for your academic year.

Sincerely,

A handwritten signature in black ink that reads "Ricky S. Ford".

Ricky Ford