

Good afternoon, staff members!

At today's Staff Congress meeting, President Morgan discussed the topic of spring break with representatives. President Morgan indicated there IS DISCUSSION of allowing staff members to take one floating day off during spring break this year; **HOWEVER, THIS IS NOT SET IN STONE. The possibility is UNDER DISCUSSION only at this point.** If this does come to fruition, each office must be staffed each day during spring break. It will be up to the personnel in each office to decide which staff take a certain day off, but it is imperative to maintain staffing so all offices are open the entire week. Offices need to remain operational so business may be conducted and visitors to campus will have personnel to speak with about the university's offerings.

We would like to take this opportunity to solicit feedback from constituents to forward to President Morgan regarding this discussion topic. If you see any issues/obstacles that would arise if this discussion topic were to go forward, **please email them to me no later than noon, Friday, January 12, 2018.** You may submit pros or cons.

Thank you for your time!