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**IMMEDIATE
ATTENTION**

EB/CAM/84/38

November 6, 1984

To: Members of the Committee on
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Clerical Assistant to Executive Director -
Request for Benefits Under Individual Study Program III

The attached memorandum from the Acting Chairman of the Committee deals with a request from Miss Cullinane, Clerical Assistant to Mr. Alfidja, for benefits under Individual Study Program III.

In the absence of an objection to the Committee Secretary by the close of business on Friday, November 9, 1984, that this be considered in Committee, the matter will be deemed approved and processed accordingly.

Att: (1)



Office Memorandum

November 5, 1984

To: Members of the Committee on
Executive Board Administrative Matters

From: Robert K. Joyce, Acting Chairman

Subject: Clerical Assistant to Executive Director -
Request for Benefits Under Individual Study Program III

A request has been received from Miss Kathleen E. Cullinane, Clerical Assistant to Mr. Alfidja, for approval of benefits under Individual Study Program III, for a course in Shorthand at Katherine Gibbs School. Mr. Alfidja supports this request and the Administration Department has indicated that reimbursement would be approved for regular staff.

I believe that approval by the Committee would be in order.