Subject Line: Provost Office Hours

Colleagues,

In the next few weeks I hope to visit with colleges across campus for the purpose of listening to concerns and recommendations. In the meantime, I would like to offer faculty and staff the opportunity to share advice and concerns with me. To that end, I am beginning open office hours dedicated solely to this purpose, beginning on Monday, Feb. 12, from 3:00-6:00 p.m. Additional office hours for the next two weeks of February appear below.  
  
·         Friday, February 16th – 3:00 – 6:00 pm

·         Monday, February 19th – 12:00 – 3:00 pm

·         Monday, February 26th – 9:00 – 12:00 am

While these office hours will be open times for colleagues to come by, I ask that you please call ahead and check with Sue Rankin, my executive assistant, to schedule a set time, which will help ensure that no one is left waiting and unable to meet with me. Sue may be reached on campus at 355-1524, or via email at [rankins5@msu.edu](mailto:rankins5@msu.edu).

I look forward to hearing from any of you who would like to meet with me in the coming weeks.

June Pierce Youatt

Provost and Executive Vice President for Academic Affairs