***Office of the Vice President for Administration***

***208 Bray Hall, x6622***

**M E M O R A N D U M**

TO: ­­­­­\_\_\_\_\_\_\_\_, ESF Board of Trustee Member

FROM: Joseph L. Rufo

Vice President for Administration

and Secretary to the ESF Board of Trustees

**DATE:** July 23, 2009

RE: Orientation Meeting – August 17, 2009

We were pleased that you are able to join us at 1:00 PM on Monday, August 17 for an orientation to SUNY ESF and the Board of Trustees. The meeting will take place in 229 Bray Hall. We anticipate the meeting will last about an hour and a half, after which we will take you on a tour of the campus.

Meeting participants will include President Neil Murphy, Board of Trustees Chair Bill McGarry, Vice President for Academic Affairs and Provost Bruce Bongarten, Vice President for Enrollment Management and Marketing Bob French, and Dean of Research Programs, Neil Ringler.

A campus map is attached for your use. When you arrive at the Irving Avenue entrance, please be sure to identify yourself as an ESF Board member. Enter Bray Hall from the north entrance (see entrance marked on the map). Room 229 will be immediately on your left as you exit the stairway at the second floor.

Thanks for making the time to meet with us on August 17. We look forward to meeting with you!

JLR:sy

Attachments

cc: C. B. Murphy, Jr.

W. L. McGarry, Jr.

B. C. Bongarten

R. C. French

N. H. Ringler