

MEMORANDUM

December 5, 2012

TO: Members of MVSEC Executive Advisory Board

FROM: Carla Cumblad, Executive Director

RE: Holiday Hours

Mid-Valley's Administrative Offices will be closed from December 24 through January 1st. They will be reopened on January 2, 2013.

Mades-Johnstone Center (MJC) will be closed for the entire winter break and will not be available for staff due to asbestos abatement.