



UNIVERSITY OF MINNESOTA
TWIN CITIES

Laboratory of Physiological Hygiene
School of Public Health
Stadium Gate 27
611 Beacon Street S.E.
Minneapolis, Minnesota 55455

*CORRES - FACULTY
LPH ORGAN.*

December 30, 1981

TO: LPH Faculty and Administrators
FROM: Henry Blackburn, Director
SUBJECT: LPH Organization

For operating efficiency and continuity, I have appointed Dr. Ronald Prineas as Deputy to me for LPH Administration, with the following responsibilities:

1. Responsive to the Director for administrative needs
2. Collects information from faculty and administrators and makes recommendations to the Director on administrative issues
3. Coordinates and supervises administrative working groups
4. Represents the Director where needed at administrative meetings
5. Calls and chairs Administrative Executive Committee and Executive Faculty meetings and administrative meetings in the absence of the Director

Dr. Prineas' first coordination function will be to work with our administrators to continue their excellent progress to develop and implement a LPH scheme for encumbering, posting, reporting, and computerizing LPH expense reports.

At the same time, I have constituted an Administrative Executive Committee to meet regularly with me to make decisions and recommendations on administrative matters, and to appoint administrative task forces. The first work of this group will be to re-define administrative duties and organizational needs and priorities.

HB/ljb