

OHLONE COLLEGE

MEMO

TO: Dave Smith, Director of the Ohlone College Foundation  
FROM: Kay Harrison, Brenda Ahnholz and Teresa Massimo  
DATE: December 8, 2008  
RE: Maggie Morrisson Speech Communication Lab Endowment

We have agreed to allocate the balance of this account as follows:

Stipend for the Lab Coordinator who is part time:

\$500. For the Spring semester, 2009  
\$500. For the Fall semester 2009  
\$500. For the Spring semester 2010  
\$500. For the Fall semester 2010.  
\$500. For the Spring semester 2011.

National Communication Association, Patron Membership with membership in the Communication Centers Division. (Includes subscription to 6 communication journals.)

\$265. 2009  
\$265. 2010  
\$265. 2011

Supplies for the Lab including instructional DVD's, software, and a laser printer and 1 Flip MinoHD, high definition camcorder.

\$1,189.

Speech & Communication Studies Program Brochures  
\$500. Print cost only for 700 brochures

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Total            \$4984,00            Current Balance of Account at Foundation