



Massachusetts Department of Higher Education

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Carlos E. Santiago, *Commissioner*
Chris Gabrieli, *Chairman*
Massachusetts Board of Higher Education

January 12, 2017

The Honorable William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Room 1615
Boston, Massachusetts 02108

The Honorable Kristen Lepore, Secretary
Executive Office for Administration and Finance
State House, Room 373
Boston, Massachusetts 02133

Dear Secretaries Galvin and Lepore:

The Board of Higher Education will hold a Fiscal Affairs & Administrative Policy Committee Meeting on Tuesday, January 17, 2017, at 1:15 p.m. in Conference Room 3 on the 21st Floor of the McCormack Building located at One Ashburton Place, Boston, Massachusetts 02108.

Individuals seeking to address the Board should contact the office of Commissioner Carlos E. Santiago, setting forth the purpose for which they seek to speak, by 1:00 p.m. on Friday, January 13, 2017¹.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlos E. Santiago".

Carlos E. Santiago
Commissioner

¹The bylaws of the Board of Higher Education state that individuals seeking to speak to the Board should so inform the Chairman's office in writing, setting forth the purpose for which they seek to speak, at least 24 hours before the relevant meeting. The Chairperson shall determine whether said individuals shall be permitted to speak, and if so, for how long they may speak on the designated topic.