

# Memo

To: NTC Faculty and Staff  
From: Fr. Shayne Craig  
Date: July 14, 2010  
Subject: **NTC Move Update**

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Construction timelines are a complicated affair – and seldom without changes!

Positively, our construction project advances well, and we foresee being able to move into the new building this Fall; however, the move will not take place quite as quickly as we would like.

To ensure the safety and comfort of faculty, staff, and students, our move date is changed to **September 30, 2010**, delaying the move until the final construction details are completed at the new college. The classes and administration will thus remain on-site at Sherwood Park for the opening of the semester, and will relocate at the end of September. The timelines are as follows:

- Sep. 1 – 10** Library contents moved and set up.
- Sep. 20 – 24** Identified items from the registrar's office moved.
- Sep. 27 – 30** Faculty books moved. Please pack and label with your name and the number of boxes (e.g., 1 of 10, 2 of 10).
- Sep. 30** Phones and computers installed at the new college.
- Sep. 30 – Oct. 3** All packed and labeled office contents moved.
- Oct. 2 – 3** Faculty and staff may set up their new offices.
- Oct. 4** **NTC is operational.**

Thank you in advance for your patience, resilience and support!

Fr. Shayne Craig  
President & Vice Chancellor