

March 25, 1993

Ms. Heather Salome
Senior Administrative Assistant
West European Studies
85 Trumbull Street

Dear Heather:

I write with what I hope you will find on balance to be good--or at least tolerable--news.

First, the bad news. As you know, the Mellon-West European Project, expires on June 30, 1993. As presently projected, the work of the Council on West European Studies would not justify continuing 20 hours per week of administrative assistance, given the tightness of Center funds for administration. The job you now hold will thus terminate on June 30, 1993, and this letter constitutes 90-day notice of that termination.

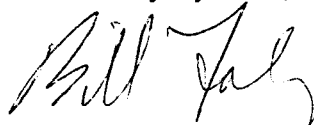
Now the good news. Outside funds have become available for part-time administrative support of the Council on Latin American Studies for the academic year 1993-94. The YCIAS, thus, can offer you a position at your present grade and for the number of hours you now work from July 1, 1993 through June 30, 1994. In this position you would provide administrative support for both the Councils of Latin American and West European Studies. You would work closely with Beverly Kimbro, Assistant Director, who, in consultation with the Council Chairs, would help you allocate your time between the two Councils and help you assess which tasks should be given priority.

So there is no misunderstanding, I add some precisions. The Latin American Studies funding is guaranteed only for one year; hence, I cannot

guarantee the job beyond the time indicated. If this outside funding is continued, or other funds are found, it may well be possible to continue the position. If substantial additional funds are found for West European Studies, it may be possible to continue you entirely on that budget, but at this point funds on that scale do not seem likely. Finally, combination of efforts between West European and Russian East European Studies, or other Center entrepreneurial activity, may open up one or more new positions, for which you, along with other insiders, would be given special consideration.

The job I describe would allow you to continue working the days and hours you have preferred. I hope you find that it meets your other needs as well. Beverly Kimbro and I would welcome an early opportunity to talk this over with you.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Bill Foltz", with a long horizontal line extending to the right from the end of the signature.

William J. Foltz
Acting Director

WJF/tao

cc: Henry Turner
Emilia daCosta
Beverly Kimbro
Arline McCord
Beth Anderson