

William J. Foltz, Director  
Professor of Political Science

September 1, 1987

Professor William N. Parker  
Chairman  
Council on West European Studies

Dear Bill:

Thank you very much for your comprehensive memo of August 28.

The principle of splitting the Senior Administrative Assistant's salary evenly between the Mellon grant and the Center's Stimson fund for 87-88, 89-90, and 90-91 seems entirely appropriate. I appreciate as well, that as administrative activity declines in the final two years of the grant, the drawdown on the Mellon funds for administrative support should decline as well. While Table II of your memo seems a useful basis for forward planning, we should review its detailed provisions each year as experience accumulates and not take it as a formal contract. As soon as Susan Lichten returns next week, we shall send you a revised Council budget for 1987-88 based on the understandings so clearly laid out in your Table I.

As we discussed, changing the source of funds that pay Heather's salary, from 100% Stimson endowment to a mixture of Stimson and Mellon grant money, in no way affects the security of employment for the Council's Senior Administrative Assistant. All previous understandings or contractual relations about her salary and continued employment remain unchanged by this alteration in source of funds. I shall write a note to Heather, copy to the files, to relieve any anxiety she may have on this score.

Congratulations again on your good work in landing the Mellon grant. I look forward to five years - and more - of stimulating activity.

Sincerely yours,

WJF/sg

