

OFFICE OF THE PRESIDENT
POST OFFICE BOX 1689

July 24, 1990

Mr. P. Osborne Bethea, Jr.
Vice President for Institutional Advancement
Davidson College
Davidson, North Carolina 28036

Dear Toby:

In order to facilitate decision making regarding space needs, I have asked John Kelton to convene a work group that will serve during this year to make recommendations regarding requests for space allocation or reallocation and to propose priorities and sequences for future construction and renovation of College facilities.

Members of the group will work closely with those affected by the deliberations and will communicate regularly with appropriate offices and committees of the College. Its meetings will probably require three to six hours per month, at least in the early stages of its work.

I am writing to ask that you serve as a member of this work group and would appreciate knowing of your decision by Friday, August 3, if possible.

The group's recommendations will play an important role in determining our response to immediate needs and in guiding the development of facilities during the coming years. I hope that you will be able to participate.

Sincerely yours,



John W. Kuykendall

JWK:dhh

cc: Dr. John D. Kelton

Same letter sent to Bob Sutton, Will Terry, Bob Williams, Bob Collins, and Hansford Epes.