

Dec. 7, 1992

Lester, John, Jim, Linda, Terry, Evan:

Let's meet Thursday, December 10, at 1:30 PM. The idea is to put our document through another revision, as per the EC's request. We should also begin thinking about a budget for the Division: what will it cost to set up a Writing Center? What will the M&O budget be (the \$5000 King mentioned is clearly inadequate)? How much classified staff support do we need, and how many work study students? What about office equipment (good, high-volume copier; laser printer; full-page or dual page monitor, etc., etc., etc., etc.)?

Etc.

PS: The date and time were arrived at by a caucus of Linda, John S, and Jim. Will it work?

A handwritten signature in black ink, appearing to be "John S.", written in a cursive style.