



University of Idaho

Office of the President

Moscow, Idaho 83843

Phone (208) 885-6365

2 May 1975

Ms. Sandi Gallagher  
Affirmative Action Officer  
University of Idaho  
Campus

RE: Application of Ms. Carol Hipple for position of Assistant  
to the Affirmative Action Officer

Dear Sandi:

It is always a pleasure to be asked to respond in behalf of an applicant or candidate who has superior talents for a given position. Such is my evaluation of Carol Hipple filling the Assistant to the Affirmative Action Officer position in your office. I have no reservations whatsoever about her capability in performing the job description.

Carol is well suited to this work for the fact that she is highly knowledgeable about the University, its faculty and its governance. More than that, she has the confidence and intelligence to provide the highest quality of staff assistance to you. I have great confidence in her judgment and her ability to deal with a wide-range of administrative and clerical tasks.

I know from first hand experience that Carol is strong in required qualifications 1, 2 and 3, noted on your position description. I know less about her clerical skills, but I do know that she has considerable budget experience from her current job assignment. She also has capabilities in each of the preferred qualifications which you have noted.

All in all I think you would be well pleased with Carol as an assistant.

Sincerely,

THOMAS E. RICHARDSON  
Vice-president, Student  
and Administrative Services

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