

To Charles A. Ramsey, II  
From Susan Burcaw, Executive Assistant  
Subject Publicity of Minority Program

UNIVERSITY OF IDAHO  
Inter-Office Memorandum

Date 11/29/74

We have been trying to set up a meeting with you, Dr. Coonrod, Dr. Carter and Dr. Richardson to discuss your financial affairs. Hopefully you can be present at the 2:00 p.m. meeting on Monday, as Dr. Coonrod will not be on campus much after that until January.

*Hopefully our Dec. 13<sup>th</sup> meeting will come off as scheduled*

I think that a notice concerning your position and program in the University Register might be more likely to be read by a larger number of people. It would appear under Dr. Coonrod's name. Why don't you give me the exact copy you would like to appear.

A further suggestion to increase your visibility is to meet with as many groups as possible, such as: the Administrative Council, the L & S Heads, etc. This makes a greater imprint on the Deans and Heads and also allows for inter-change of questions. If you have time a short visit at each department meeting is also quite effective.

Let me know what you want done. If you prefer a memo to each department, we would be glad to do so.

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SUSAN S. BURCAW  
Executive Assistant