

**MEMORANDUM**

**TO:** University Advancement Committee  
Frank Reidy, Chair  
Judith O. Swystun, Vice Chair  
Ronald C. Ripley (ex-officio)  
John F. Biagas (ex-officio)  
David L. Bernd  
Michael J. Henry  
Mary Maniscalco-Theberge  
Ross A. Mugler  
William D. Sessoms, Jr.

**FROM:** Alonzo Brandon  
Vice President for University Advancement

**SUBJECT:**