
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOVERNOR
FROM: RILEY
SUBJECT: INVITATION AND COVER LETTER FOR 12/17/01 AGB HIGHER EDUCATION LEADERSHIP SUMMIT
DATE 11/19/01
CC: FILE

1. Attached is the draft letter of invitation for the December 17 Leadership Summit on Higher Education. I have edited Rich's original two-page letter down to a one-page letter. Please mark any changes that you would like made and return it to me. The invitations will be going out next Monday.
2. I am also attaching a draft cover letter from you and Mr. Patterson that will be included in the actual Building Opportunity in Mississippi Through Higher Education document that will be distributed at the summit. I also had to edit this letter to make it fit on one page and Rich said that he will work on reducing the font and the margins to allow more room for your signature. Please mark any changes that you would like made on the cover letter and return it to me.

Would it be okay if we sent Rich the electronic format of your signature for him to put in the document for printing purposes? If you don't want me to send him the electronic signature, I'll just send him your signature on a blank piece of paper for him to cut and paste. I think it will look better for printing purposes if we are able to use the electronic signature.

Send electronic signature _____ Don't send electronic _____

3. Have you called Jim Barksdale to invite him to speak at the summit's luncheon at 12:30 at the Hilton on December 17? If so, did he accept?

Have called Barksdale _____ Will call Barksdale _____

Barksdale accepted _____ Barksdale declined _____

NOTE: Please return this memo to Shanta, as she is going to notify Rich of any changes because I will be out of the office. Thanks!