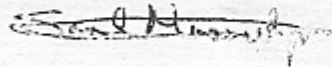


MEMORANDUM

To: Dr. Ken Scott
From: President Sam Munnerlyn
Date: April 4, 2012
RE: 2012 Summer Contract



This memorandum serves as notification that I have decided not to offer any full teaching loads for summer semester until drop/add is complete and enrollment numbers are confirmed. However, you will be given first option over part-time or temporary employees for summer employment in your discipline, provided that (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) you are qualified to provide the service scheduled; and (4) all other terms and conditions of our institutional summer employment policy are met.

Please contact Mrs. Pam Rollins, Human Resources Director, at extension 4253 if you have any questions or concerns regarding this matter.

cc: Dean Barbara Anne Spears
Pam Rollins

SM/pcr