

MEMORANDUM

Date: October 25, 2000

To: Dr. John Kearney, Manager, Centre for Community-Based Management
From: Dr. A. Davis, Director, SRSF

Re: SRSF Research Coordinator

As you know, the SRSF Research Coordinator position and your role with respect to this position were discussed during the October 24, 2000 SRSF Steering Committee meeting. During the discussion you acknowledged that:...

- While the rough equivalent of 40% of your annual salary (a sum of \$25,000) had been paid to Extension as a time release stipend, you could give no more than 20% of your time to the SRSF Research Coordinator duties; and,
- Your position with St.FX Extension required that compensation in the form of a time stipend had to be paid for you to release time from the responsibilities of your ordinary duties.

You proposed to the SRSF Steering Committee to dedicate 20% of your time, the equivalent of one work day per week, to the SRSF Research Coordinator position.

The SRSF Steering Committee has decided to accept your proposal with the understanding that:

- you will develop a work plan reflecting your specific intentions and proposed time utilisation/allocation and submit this work plan directly to the SRSF Steering Committee;
- you will document your activities and associated outcomes and will report these directly to the SRSF Steering Committee; and,
- you will arrange to have \$12,500 (the equivalent of 50% of the \$25,000 stipend previously allocated as 40% of your salary for release to SRSF of 40% of your time) returned to the SRSF St.FX account (#: 93091) as soon as possible.

A reply from you at your earliest convenience in which you acknowledge receipt of this Memorandum as well as indicate your intentions respecting the above proposal would be appreciated.

Regards,

A. Davis

c.c. Ms. Mary Coyle, Director, Coady International Institute
Prof. Robert Hawkins, Dean of Arts