

## MEMO

To: Armerita Tell  
From: Kelly Riley  
Date: February 22, 2000  
Subject: Dr. William McHenry, IHL: Governor to sign letter for grant

Dr. McHenry, IHL's Assistant Commissioner of Academic Affairs, phoned yesterday to request that the Governor sign the attached letter designating IHL as the agency eligible to apply for the GEAR UP grant. Dr. McHenry faxed over a proposed letter for Governor Musgrove to sign, as well as last year's designation letter. I drew up the letter on the Governor's letterhead and Governor Musgrove signed the letter yesterday. Dr. McHenry is to pick up the letter @ 11:00 today.

This case is closed.