
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: GOVERNOR
FROM: RILEY
SUBJECT: LETTER TO STEERING COMMITTEE FOR AGB HIGHER ED SUMMIT
DATE 4/25/01
CC: FILE

We need to send a letter to the proposed Steering Committee for the Higher Ed Summit, informing them of the initiative and inviting them to accept the invitation to serve. Rich Novak of AGB forwarded me a two-page draft letter for me to use in developing the attached draft – which is one page. I have also drafted the attached acceptance form for us to obtain the Committee’s commitment and their contact information.

Please review the 2 attached documents and mark any changes that you would like to have made. I’ll make any changes, do a mail merge and get the letters out this week. I’ll use the autopen for your signature unless you advise me otherwise.

Thanks!