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GUSTAVUS ADOLPHUS COLLEGE

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Office of the President

January 22, 1998

The Reverend Dr. Cerwyn Davies
International President
Welsh National Gymanfa Ganu Association
[REDACTED] llehaven Crescent
Scarborough, Ontario
CANADA M1M 1H3

Dear President Davies:

As you know, Dr. Ellis Jones, a longtime member of our faculty, has applied for the position of Executive Director of the Welsh National Gymanfa Ganu Association. Prior to submitting his application, he consulted with me and other administrators concerning the feasibility of relocating the International Headquarters to our campus if he were to receive the appointment.

This letter is to assure you and the other members of the Board of Trustees of the Welsh National Gymanfa Ganu Association that we would welcome the opportunity to be the location of the International Headquarters.

In our discussions with Dr. Jones, we have agreed that the actual location of the office would be in the Department of Continuing Education where he currently has a part-time appointment. In that location he would have immediate access to the following services of the College:

- *Use of the College office located in the Continuing Education Department
- *Use of the College-owned computer hardware located in the Continuing Education Department
- *Technical support of computer software programs and hardware through the College's Administrative Computer Center and the Information Technology Center
- *Access to College internet (e-mail) service
- *Use of College telephone system
- *Access to College-owned FAX equipment in the Continuing Education Department
- *Use of the College Post Office for U.S. mail services
- *Access to the College Book Mark for needed supplies
- *Access to UPS pickup and delivery service through the Book Mark and the Campus Post Office
- *Use of the College Print Room for the organization's printing needs
- *Access to the daily assistance of work-study students

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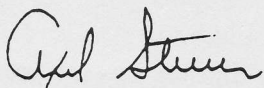
- * Access to the student administrative internship program which the location of the International Headquarters on campus will provide
- * Access to College Guest House for visits of Association officials
- * Access to College dining facilities when needed
- * Access to campus security
- * Free campus parking.

In our discussions it was agreed that to help the College recover the costs of the above services, the Association would be asked to pay a monthly fee of \$200 plus reimburse the College for salary and fringe benefits of any support person who might work for the Association on a part-time basis.

It is our understanding that if Dr. Jones is appointed, his initial term would be for two years with the possibility of reappointment each three years thereafter. We would agree to provide the above services for the period of September 1, 1998, through August 31, 2000, with a review of the arrangements for succeeding terms.

Over the years Dr. Jones has helped the faculty, students, administration, and staff become aware of Wales and its ethnic traditions. As you probably learned from his letter and the statements submitted in support of his application, a highlight of each year at Gustavus Adolphus College is the annual St. David's Day observance. We are delighted to have this opportunity to work with the international organization and to help it meet its goals.

Sincerely,



Axel D. Steuer
President

ADS/jdc

bcc: Ellis ✓