



CHRISTIAN HOLINESS ASSOCIATION

P.O. Box 100 Wilmore, Kentucky 40390
CHA CENTER (Asbury Manor)
South Walnut Street
(606) 858-4091

June 19, 1989

Dr. Charles D. Fiskeau
Vice President for Business Affairs
Asbury College
Wilmore, KY 40390

Dear Dr. Fiskeau,

We continue to appreciate the fact that Asbury College is handling the salary and fringe benefits for Miss Shirley Hoffmann, the office manager of the Christian Holiness Association.

Starting July 1st, we shall be initiating a cooperative agreement with the Wesleyan Theological Society which is a commission of the Christian Holiness Association. Miss Hoffmann will be handling the office procedures for WTS as well as for CHA. It is calculated that her responsibilities with WTS will increase her working time by approximately 9%. Consequently her base salary will be increased by 9%.

Also, obviously her fringe benefits will have to be adjusted accordingly. I recognize that some of the fringe benefits involved such as medical insurance are fixed. This may not increase even with the salary increase. However, the taxes and other items will change. You will know how to arrange this.

Please recalculate her salary on the basis of a 9% increase to the 11,000 annual base. Please let me know what the monthly costs will be so that we can send to you the check for reimbursement as we have been doing this past year. The above arrangement is to be made effective as of July 1st. Thus the increase would be reflected in the allowance she will be receiving July 14th.

If you have any questions, please let me know. We greatly appreciate the tremendous help you have been to us in handling the salary arrangements for Miss Hoffmann.

May God continue to guide and bless you as you serve him at Asbury College.

CHA Executive Committee

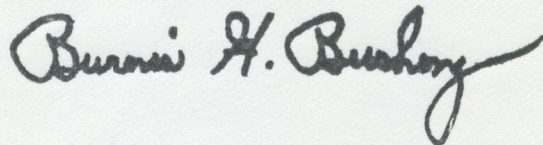
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Dr. Charles Fiskeau

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June 19, 1989

Very Sincerely,

A handwritten signature in cursive script that reads "Burnis H. Bushong". The signature is written in dark ink and is positioned below the typed name.

Burnis H. Bushong
Executive Director

cc: Dr. Jerald Johnson, President CHA
Dr. Dennis Kinlaw, President of Asbury College
Mrs. Lura Shepard, Director of Personnel Asbury College
Dr. Luke Keefer, President of Wesleyan Theological Society
Dr. William Arnett, Sec.-Treas. Wesleyan Theological Soc.

BHB/slh