

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, South Carolina 29409

MEMORANDUM
NUMBER 1

February 10, 2004

**AGENCY SELECTION COMMITTEE FOR
RENOVATIONS AND IMPROVEMENTS TO THE CITADEL LIBRARY**

1. Under the provisions of Chapter 4, Professional Services Procurements, Part II of the Manual for Planning and Execution of State Permanent Improvements published by the State of South Carolina Budget and Control Board, Division of General Services, Office of the State Engineer, The Citadel Agency Selection Committee is established to obtain professional services associated with a project to renovate and improve The Citadel Library. The Agency Selection Committee is composed of members of the Board of Visitors, an outside agency expert and Citadel staff members as follows:

Colonel Douglas A. Snyder, The Citadel Board of Visitors, Chairman
Brigadier General Harry S. Carter, The Citadel, Provost and Dean of the
College
Mr. Robert N. Neville, Outside Agency Expert, College of Charleston
Dean of Libraries and Academic Information Services, Member
Mr. Peter A. Conroy, The Citadel, Utilities Division Chief, Member
Mr. Nicholas A. Amati, The Citadel, Associate Engineer, Member
Ms. Betsy W. Carter, The Citadel, Associate Professor, Member
Mrs. Carla M. McIntyre, The Citadel, Accounting Technician Supervisor,
Recorder (Non-voting)

2. In the event any of the above Agency Selection Committee members are not available to participate in evaluating prospective firms, an individual in a comparable position will be designated to serve as a substitute. The date and time the Committee will meet to conduct business will be published separately.

FOR THE PRESIDENT:

OFFICIAL

Charles B. Reger
Colonel, USAF, Retired
Executive Assistant to the President