

July 16, 2024

Aimee,



This letter confirms our discussion on July 16, 2024. You have been given advanced warning that you are at risk of termination for good cause. In your role as associate director of the Louisville Institute, many unacceptable aspects of your work activities and conduct have been noticed. Some of the most striking examples are noted below.

First, you have demonstrated insubordination on multiple occasions, including but not limited to challenging the qualifications and credentials of the interim executive director of the Louisville Institute. You have stated the interim executive director is unqualified, and have excluded the interim executive director from information and processes relating to the Louisville Institute based upon your own purported opinion the interim executive director is not qualified. It should be noted that the Louisville Presbyterian Theological Seminary president, and the board of trustees, have determined the interim executive director is qualified to lead the organization, and it is not in the role of associate director to make such a determination. You have also suggested the interim executive director is disloyal to the organization. Again, it is not the role of the associate director to question the loyalty or the motives of the interim executive director's decisions. If you engage in such insubordinate conduct again, you will be subject to immediate termination for good cause.

Additionally, you have a responsibility to coordinate your work "under the overall supervision of the Executive Director". Given the role, the (interim) executive director is ultimately responsible for all grants and fellowships. You have attempted to prevent the interim executive director from fulfilling the job responsibilities in this regard and have overstepped the bounds of the associate director's job responsibilities. You have seized the adjudication processes for certain fellowship programs which the associate director has not formally been tasked with administering, and have attempted to exclude the interim executive director from those processes. It is not appropriate for the associate director to unilaterally determine which programs the interim executive director is eligible to assess or engage. It is also inappropriate to engage selection committee members for any program without an express discussion to coordinate the work of the associate director with the interim executive director. As another example, it is inappropriate to unilaterally engage speakers for the Winter Seminar 2025 (this includes the Dissertation Fellowships, which is beyond the purview of the most recent June 2023 associate director job description). Any further failure to coordinate the work of the associate director under the overall supervision of the interim executive director will subject you to immediate termination for good cause.

Relatedly, the associate director is required to report to the interim executive director and follow the directions of their supervisor, which you have failed to do. As one early example, you presented a written handout at the May 2024 Advisory Board meeting, despite clear directions that other staff members and leadership (including the president and interim executive director) should be made aware of all information to be presented at Advisory Board meetings in advance. Any further failure to follow the interim executive director's directions as supervisor will subject you to immediate termination for good cause.

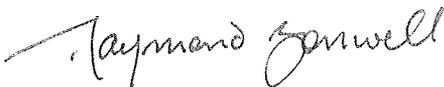
Further, staff are expected to be in the office Monday through Thursday (during the summer) from 8:30 a.m. to 5:00 p.m. You have consistently violated this policy without advance notice and approval. The practice of declaring, rather than requesting, weekly schedules via internal communications must cease for all staff with immediate effect. Pursuant to the LPTS Employee Handbook, flexible work schedules must be requested from and approved by the supervisor. All employees are also required to request approval of vacation time through the Paycom system, which you have failed to do before taking vacation time on multiple occasions. Pursuant to the LPTS Employee Handbook, vacations are to be scheduled as mutually agreed to by staff members and their supervisors. Any further violations of these policies will result in disciplinary action up to and including immediate termination for good cause.

This letter will also serve as a reminder that Louisville Institute staff should use assigned lpts.edu or louisville-institute.org accounts for email communications relating to LPTS and/or Louisville Institute. Such communications should never go through personal email accounts. Any violation of this will subject you to immediate termination for good cause.

Finally, there may be questions regarding appeals processes for decisions relating to Louisville Institute. It must be clear it is not in the role of the associate director to appeal decisions about the vision and/or general philosophy of the organization. The interpretation and implementation of grants received by LPTS via the LPTS board of trustees, comes through the president, to the interim executive director. Any issues with these decisions may not be "appealed" within or outside the organization. Should there be concerns about the conduct of one's direct supervisor, or any other LPTS employee, such concerns may be taken to the LPTS HR Department or otherwise handled in accordance with the LPTS Employee Handbook.

The above instances of your work conduct are unacceptable. Failure to show immediate and sustained improvement will result in further disciplinary action, up to and including immediate termination for good cause. You are requested to sign below to acknowledge receipt of this letter.

Yours Sincerely,



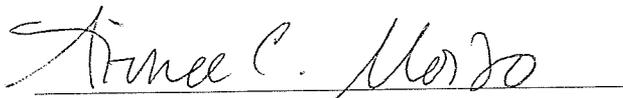
Raymond Bonwell

I, Mary Mitchell, acknowledge being present for the meeting described above:



Date: 07/16/2024

I, Aimee Moiso, hereby acknowledge receipt of this letter:



Date: 16 July 2024