

Memo

To: Mary Mitchell and Alicia Anderson

From: [REDACTED], Aimee Moiso and [REDACTED]

CC: Andrew Pomerville

Re: The Hostile Work Environment of the Louisville Institute

Date: August 9, 2024

Multiple studies on sexism in the workplace point out that the blatant sexism of past generations has given way to much more subtle and ambiguous forms that can be more difficult to quantify.¹ Nevertheless, workplace sexism — particularly from male supervisors to female subordinates — continues to create hostile work environments for women, causing them mental and emotional distress, doubts about their experiences and competence, and eventually departure from employment situations when the situations are not remedied.

This is precisely the situation in which the four female employees of the Louisville Institute find themselves under the leadership of Interim Executive Director Raymond Bonwell, who began his tenure April 15, 2024. For nearly four months, we have been operating in a hostile work environment.

Three primary documented patterns of sexual discrimination against female staff members have been evident in the behavior and actions of the interim executive director since his arrival. They are listed and defined below (examples and documentation follow each).

I. COMPETENCE-QUESTIONING COMMUNICATION BEHAVIORS

Competence-questioning communication behaviors are “communication actions that indicate one doubts, questions, or challenges another’s competence.” Studies demonstrate that questioning of competency in the workplace occurs more often by men toward women. Stereotypes of women as less competent “...lead others to downgrade, ignore, and question the importance of their contributions.”² Competence-questioning communication behaviors displayed by the interim executive director include:

- A. **Condescending explanation (“mansplaining”):** “Condescending explanations occur when an individual provides an explanation in a manner that conveys one believes that they are more intelligent or better than others (i.e., conveys a feeling of patronizing superiority).”³

¹ Basford, T. E., Offermann, L. R., & Behrend, T. S. (2014). “Do You See What I See? Perceptions of Gender Microaggressions in the Workplace.” *Psychology of Women Quarterly*, 38(3), 340-349.

² Caitlin Q. Briggs, Danielle M. Gardner, and Ann Marie Ryan, “Competence-Questioning Communication and Gender: Exploring Mansplaining, Ignoring, and Interruption Behaviors,” *Journal of Business and Psychology* 38, no. 6 (December 1, 2023): 1325–53, <https://doi.org/10.1007/s10869-022-09871-7>.

³ Briggs, Gardner, and Ryan.

- B. **Voice non-recognition:** *Voice recognition* “occurs when supervisors judge how much to acknowledge the pattern of discretionary input they have received from each of their employees,”; “*Voice nonrecognition* would be ignoring or downplaying input.”⁴

EXAMPLES AND DOCUMENTATION

The following are examples of competence questioning, condescending explanation, and voice non-recognition at the Louisville Institute. We are happy to provide more, as needed.

- On May 1, 2024, in our office Slack channel related to our Advisory Board meetings, the interim executive director stated that he had “participated (director or trustee) for more than 200 meetings, and then moderated (chaired) another 100 meetings for 15 organizations. And for the Board of Pensions I oversaw more than 200 board and committee meetings. Active in the Society for Corporate Governance, the Pennsylvania Association of Nonprofit Organizations, and the National Association of Corporate Directors.” While articulating these qualifications to the staff may seem a small matter, this litany was repeated to us the next day in a staff meeting, and multiple times in other conversations over following weeks. It became clear that the interim executive director believed his experience gave him superior knowledge of how things should operate in relationship to our Advisory Board, and that our competence in this arena did not matter, despite the fact that some of the changes he made meant that inaccurate information was provided to the Board in May. The interim executive director’s presumed superiority of knowledge has led to general exclusion of female staff from participation in discussions related to the Board, and has hampered our ability to do our work. Because he has dismissed our expertise about the Advisory Board in favor of his own, several critically important and timely priorities will not be sufficiently addressed at our upcoming Board meeting, all of which puts the Louisville Institute in a precarious position at the beginning of a new granting cycle. See attachment 1.
- The tactic of asserting “superior” knowledge has not been confined to expertise about Board meetings, but is a pattern of daily communication. As early as April 29, 2024, the interim executive director made statements that assumed our lack of knowledge in relationship to his own. For instance, he wrote in Slack that the Lilly Endowment was “LI’s sole funder, for whom LI serves as Lilly’s first ‘intermediary organization.’” Aimee’s joking response to this comment highlighted the humor of the interim executive director presuming we didn’t know who Lilly was or how we were funded. His response was to double down on what he called “overcommunication,” stating, “I may be repeating things (sometimes repeating the obvious) to ensure I am also passing along relevant information.” He then specified that because he doesn’t want to assume things, he defaults to “overcommunication.” Aimee thanked him for his clarification, but noted that the staff is up to speed on these matters, and that he should feel free to make assumptions about such commonly shared knowledge. His response, again doubling down on his competency over ours, stated, “I believe that I will stay with my default ‘overcommunication’ and ask your (plural) patience as I might repeat myself. I would much rather repeat myself to ensure messages are shared, than to assume ‘everybody knows’ something and that assumption not hold true.” To be clear, this “overcommunication” is only used to assert his understanding and framing of the issues. See attachment 2.

⁴ Briggs, Gardner, and Ryan.

- A week later, on Thursday, May 9, 2024, the interim executive director again chose to “overcommunicate” how we would move forward with his way of doing things for our Advisory Board in the future. Specifically, after communicating the same message multiple times, he stated, “I have found that overcommunication is helpful, including when previous and out-of-date processes are referenced. As I shared previously, my default is overcommunication, and I thank everyone for their patience and hospitality with my communication style.” To this, Aimee specifically noted the impact of this style on the staff, stating, “I appreciate your desire to be clear. However, repeating material multiple times can have the effect of transmitting the message that you do not trust that others have heard you or that they can be trusted to do their jobs. So while we will have patience with your communication style, what you have found to be helpful in other settings may or may not be as useful in new places that are unfamiliar to you. I hope you will also be open and flexible to change practices as we communicate what is helpful to us and what we have found to be most effective and beneficial for this work.” There was no response to or acknowledgement of this comment. Note, also, his presumption that previous practices were now “out-of-date,” which signals a belief that his practices were best. See attachment 3. Further examples of condescending “overcommunication” can be provided as needed.

- From the start of the interim executive director’s tenure, the voices of many who do not work for the Louisville Institute were given deference as the experts in our work. In the first 30 days of employment, the interim executive director had multiple meetings with the LPTS president, spoke with each of the members of the LI Advisory Board, met with senior seminary administrators, coordinated activities related to the LPTS’ graduation including serving as the liaison and host for the graduation speaker, and met with the interim dean who would serve as the interim executive during the president’s vacation later in June. But the interim executive director’s first “onboarding” session with a Louisville Institute staff member was not until May 15; the second was June 3. He did not begin one-on-one meetings with his direct reports on the Louisville Institute staff until May 24, 2024. (Calendar notations can be provided.)

- On May 30, 2024, [REDACTED] had a meeting with the interim executive director to introduce him to communication processes. During the meeting, the interim executive director persistently and patronizingly questioned [REDACTED]’s professional expertise. He compared her oversight of the Louisville Institute website and database — and its substantial budget — to the cost and upkeep of his personal \$30/year website. He insinuated that based on his personal website experience she must be overpaying for maintenance of the LI website, which includes a database of tens of thousands of applicants and is intertwined with complex website application processes. The interim executive director then challenged decisions [REDACTED] had made about communication-related contracts that had been executed months before the interim started, and were approved under a previous executive director. [REDACTED] became so angry and exasperated by the conversation that she had to leave the meeting and take a break. When the conversation resumed, the interim executive director made no mention of what had happened.

- The interim executive director has repeatedly resisted the collaborative processes that are required by our work, and has instead defaulted to secrecy and withholding information in his position as supervisor. In early June as we discussed potential nominees for our Advisory Board, the interim executive director articulated a process embedded in private — rather than collective — communication. The staff described how this process was not only out of step with Louisville Institute practice, but also would limit access to important information for the future. Though he

did agree to an open conversation about possible nominees, the interim executive director reminded the team (again) of his experience with “more than 10 Boards” and his preferences, and chose to withhold information about sources of nominations against the advice of the staff most familiar with what was needed for wise decisions. In later staff meetings, the interim executive director resisted questions about processes related to Advisory Board nominations. In the August 7, 2024, staff meeting, the interim executive director shifted to defending the complete exclusion of the staff from knowledge of or any further participation in who would be nominated. These decisions not only erased the expertise of the staff from the Advisory Board selection process, it limited the staff’s ability to do our work, which requires Advisory Board members to have particular areas of expertise to participate in selection committees and events, which staff coordinate. See attachment 4.

- The most significant act of “non-voicing” has been the repeated lack of attention to the female staff’s insistence that we attend to experiences related to the previous executive director and his resignation, and to the ongoing mental and emotional distress and harm which that and our current situation have inflicted. We first brought up this concern with the interim executive director in a staff meeting on May 2, 2024, in relationship to our Advisory Board meeting, but we were told that we would be focusing on the present and the future, and return to the “past” if there was time. We were also told that we could “choose” to see this as a new day and new way of being, and that we could “choose” to put our trust in leadership and our Board. We challenged these characterizations of what was needed, articulating clearly that these were insufficient at best, and potentially harmful, and noting that they put the onus of what had happened on us.

After bringing concerns about the interim executive director to the Ombuds on May 23, 2024, the female staff again brought to a staff meeting a desire to address underlying issues that had been named in early May, as well as additional concerns from the past month about things happening under the interim executive director’s leadership. He repeatedly avoided or refused to answer direct questions about his own understanding of what was happening, what steps should be taken, or what problems should be addressed. The female staff named feelings of trauma, of anxiety and nausea about coming to the office, and of other ill health effects due to the office tensions with the interim executive director. Despite admitting that he had known there were issues for some weeks, he minimized their significance, stating that he was “aware things were challenging,” and tried to divert the conversation back to processes related to the staffing analysis and hiring the next executive director. We specifically asked him to reflect on what was being said, and his response was to put the responsibility on us to tell him when to have a longer conversation, claiming he “hadn’t known when a good time would be,” and suggested we needed to be “proactive” in bringing concerns to him. He did not express concern for our wellbeing, did not seem to understand the issues of power or trust we identified, and did not offer other solutions or paths forward. In following weeks, he did attempt to reach out to the Ombuds, but otherwise chose not to bring up any of these concerns with the staff or take any other action to address them. In fact, his subsequent actions served to exacerbate each of the issues we had named, culminating in the shocking termination warning letters we received.

II. WORKPLACE BULLYING

Workplace bullying is defined as “repeated, harmful mistreatment of an employee by one or more employees; abusive conduct that takes the form of: verbal abuse; (physical and nonverbal) behaviors that are threatening, intimidating, or humiliating; work interference or sabotage; or

[these] in some combination.”⁵ The stages of bullying, explained by professor Dorothy Suskind in “The Six Stages of Workplace Bullying,”⁶ accurately reflect the experiences of the female staff of the Louisville Institute under the leadership of the interim executive director. Typically, bullying takes place against one target. However, in the case of the Louisville Institute staff, bullying was perpetrated by one interim male supervisor against four long-term female subordinates, which demonstrates clear evidence of gender-based hostility.

EXAMPLES AND DOCUMENTATION

- At our first full, in-person staff meeting, which took place on May 8, 2024, the interim executive director engaged in several bullying behaviors against the female staff. When we debriefed the Advisory Board meeting that had taken place the two previous days, the interim executive director praised the meeting overall, but then abruptly switched course to angrily accuse the female staff of working on our computers during a devotion he had presented. None of us could recall being on our computers, except for [REDACTED] who was (appropriately) attempting to book a flight for a participant who had had a family emergency. When we sought to resist this characterization of our behavior, however, the interim executive director declared that we had been typing simultaneously “for at least five of the eight minutes” he was speaking, and would not entertain any opinions to the contrary. His tone was of chastisement and shaming, as if we were children who had stolen cookies, and the experience left us speechless.

Later in the same meeting, the interim executive director pulled out a piece of paper on which he had typed language from each of our email signatures, which he read aloud to us. His underlying question was ostensibly how we had come to adopt the language we had each used. However, that simple question was couched in a much larger framework of a “Chesterton fence,” which he first explained to us and then used as the framing of his question, and which gave the impression he was addressing something much more consequential. This framing, coupled with reading the language aloud from a printed document, had the effect of implying that we had erred in some way, or at least that we had done something so out of the ordinary that it required significant preamble. He further noted that he had not run across such a thing in his professional life up to this point, which suggested that our “norms” were highly out of step with “common practice.” This was one of many times in which the interim executive director chose to highlight something he did not understand in a way that suggested it was we, not him, who were out of touch with appropriate procedures or practices, despite the fact that we are experts in our work, and he was only three weeks into the job.

- Another bullying pattern is that of the interim executive director inappropriately taking over work of staff members and cutting them out of communication and participation in that work. In addition to the processes related to selection committees detailed above, here are further examples:

⁵ Gary Namie, “What It Is,” Workplace Bullying Institute, accessed August 8, 2024, <https://workplacebullying.org/defined/>. See also: Michael Rosander et al., “Gender Matters: Workplace Bullying, Gender, and Mental Health,” *Frontiers in Psychology* 11 (October 6, 2020): 2, <https://doi.org/10.3389/fpsyg.2020.560178>.

⁶ Dorothy Suskind, “The Six Stages of Workplace Bullying | Psychology Today,” accessed August 8, 2024, <https://www.psychologytoday.com/us/blog/bully-wise/202006/the-six-stages-of-workplace-bullying>. See also Dorothy Suskind, “Workplace Bullying: Essential Knowledge,” Dorothy Suskind, accessed August 8, 2024, <https://www.dorothysuskind.com/workplace-bullying-essential-knowledge>.

- It is [REDACTED]'s job to coordinate logistics for all of our events, including booking hotels, meeting space, and caterers, and working with travel agents and participants to ensure smooth experiences for all who attend. Though the interim executive director knew this and had been in meetings with [REDACTED] and the whole team discussing arrangements for the September 2024 Advisory Board meeting, he scheduled a separate meeting with LPTS staff to discuss details of housing and meeting arrangements that did not include [REDACTED]. When it became known at a staff meeting (June 18, 2024) that this LPTS meeting was in two days, the interim executive director stated that anyone who wanted to join the meeting could do so (though up to that point none of us had been invited). In a subsequent email, [REDACTED] requested more information about the meeting, at which point we discovered that the interim executive director had put together an entire document of logistical questions without consulting [REDACTED]. When confronted about this, he countered that "I am very detail oriented when it comes to Board Meetings, both from my experience at the Erdman Center at Princeton (the Laws Lodge equivalent), and from running many board meetings. If LPTS is going to host LI-AB, I want to hear it directly." This excuse serves to assert his presumed superior knowledge over against the expertise of his own staff, while overstepping his role of executive director to take over [REDACTED]'s responsibilities and remove her from participation. See attachment 5.
 - [REDACTED] is [REDACTED]'s supervisor and has been for the past two years. [REDACTED] also supervised the prior two administrative positions. Without [REDACTED]'s knowledge or consultation, the interim executive director issued a termination warning letter to [REDACTED] on July 16, 2024, detailing "insubordinate" and "unprofessional" actions — actions which had been approved as appropriate by [REDACTED], [REDACTED]'s supervisor. The letter usurped [REDACTED]'s authority as a supervisor by questioning aspects of [REDACTED]'s work that had been approved, while also displaying the interim executive director's lack of understanding of [REDACTED]'s job.
 - The interim executive director scheduled a meeting with the LPTS vice president for communications during the week of July 15 to discuss the LI communications grant, which [REDACTED] coordinates and supervises. [REDACTED] was not invited to the meeting. When she discovered the meeting on the interim executive director's calendar and asked him about it, he stated she was welcome to attend but had clearly not planned to invite her. (That meeting was later canceled due to a schedule conflict on the LPTS side.)
 - The interim executive director unilaterally decided to interpret a sentence of the LI Policies and Procedures Manual to mean that the Advisory Board should have jurisdiction and approval over the composition of grant and fellowship selection committees. This has not been the policy or process of the Louisville Institute under any of the last three executive directors. When the interim executive director put forth this interpretation, staff articulated that this had not been our practice, and gave clear reasons why implementing it would cause problems for our entire granting cycle for 2024-2025. The interim executive director ignored this information and, against the advice of staff who carry them out, delayed the selection committee processes, causing significant instability and uncertainty about how and when processes will proceed in the future. See attachment 6.
- An additional act of bullying is to withhold information in order to control and manipulate the targets. While there are many examples of this (some included in other sections of this document), the interim executive director began his tenure by expressing his desire for transparency, initially sending emails and posting in Slack information about LPTS activities and proclaiming that he intended to continue to do so. He even created a channel in Slack titled "Sr Admin Meetings" to

keep us updated. Despite promises of transparency, the practice of sharing agendas for his meetings with the LPTS president ended May 15, one month into his tenure. The last post in the Slack channel he created to share senior administrative information was June 5. See attachment 7.

- The most egregious example of bullying female staff was the issuing of termination warning letters to all four female employees within 24 hours on July 16 and 17 with no prior warning. Information related to these letters is detailed in our individual written responses to the letters we received, and in the memo about retaliation provided on August 5, 2024. The retaliation memo is also included here as attachment 8.

It is important to note that each of these behaviors is likely to be defended by the interim executive director as action he has taken to improve workplace practices and processes. However, these actions have in fact significantly *hindered* the capacity of the Louisville Institute to carry out its mission, and have drastically threatened its ability to function at all.

III. GENDER MICROAGGRESSIONS

Gender microaggressions are “intentional or unintentional actions or behaviors that exclude, demean, insult, oppress, or otherwise express hostility or indifference toward women.”⁷ Microaggressions are by their nature subtle and covert compared to overt sexual harassment. For this reason, scholars note that “...because explicit sexism still exists as well, applying the construct of gender microaggressions — examining discrimination from its most subtle to most overt manifestations — is necessary to understand the full range and effects of sexism that are currently confronting women.”⁸ Additionally, research shows that women tend to be much more aware of subtle discrimination than men.⁹

EXAMPLES AND DOCUMENTATION

While many of the items listed in previous sections could also be categorized as gender microaggressions, we will highlight a few specific instances here.

- At our May 8, 2024, staff meeting, while debriefing staff on the Advisory Board’s executive session and discussing his familiarity with the challenges of “transitions,” the interim executive director used an example from his life: the experience of divorce. This example was related to moving into a new apartment, but he began by saying he would never understand his ex-wife’s “strange decision” to engage in “unrepenting adultery,” and referred to her only as “the children’s

⁷ Tessa E. Basford, Lynn R. Offermann, and Tara S. Behrend, “Do You See What I See? Perceptions of Gender Microaggressions in the Workplace,” *Psychology of Women Quarterly* 38, no. 3 (September 1, 2014): 341, <https://doi.org/10.1177/0361684313511420>.

⁸ Basford, Offermann, and Behrend, 344–45.

⁹ Basford, Offermann, and Behrend, 345. This study found that “Women’s greater sensitivity to gender microaggressions may stem from personal experiences with sexism, either actions directed at them or at their female colleagues. As more frequent targets or potential targets of sexism, women may be especially aware of subtle gender discrimination and more apt to identify with victims. In contrast, men’s more infrequent personal encounters with sexism may lead them to be less attuned to subtle expressions of discrimination against women. This discrepancy may hinder efforts to achieve inclusive workplaces because what men may consider fair could be seen by women as disenfranchising.”

mother.” This derogatory characterization of his former spouse shocked the female staff, especially since his personal life and marital status were largely unknown to them. The expression of hostility seemed wholly inappropriate, both in a professional setting, and as a way to reference a previous spouse. He used similar language about his “children’s mother’s infidelity” again in a staff meeting July 11, 2024.

- The interim executive director chooses to wear suits and ties to the office most days, despite the casual nature of our office environment. He also chose to wear a formal nametag for much of his time on campus. He is free to do both. However, his desire for formality became a form of microaggression because it did not remain a matter of his personal choice of dress. Instead, male-dominated and business-oriented practices were imposed upon staff, such as concluding otherwise casual meetings with handshakes, adopting formal and to-the-minute agendas for one-on-one meetings according to his desired approach, and using formal emails to communicate requests and requirements to staff, despite repeated reminders that Slack is our shared communication platform. Studies demonstrate that organizational culture itself can convey microaggressions of male dominance and power, and each of these examples demonstrates a willful attempt to assert authority over our established office culture of collaboration and shared power (stereotypically seen as feminine traits).¹⁰
- A similar pattern of microaggression has emerged that assumes that female staff need reassurance and guidance rather than respect, deference, and partnership. This began during the preparation for the May Advisory Board meeting, in which the language the interim executive director used toward staff was that “grace abounds” (in relationship to last-minute preparations), but that also chided our preparation “tardiness” (the result of not having clear direction as to what was needed), and offered apologies to the Board on our behalf. Other examples of microaggression as “permission-giving reassurance” include stating more than once that he had proclaimed that under no circumstances should staff change their vacation plans just because he would be starting as the interim executive director. He also stated that he had “forbade” a female consultant from doing any work for the Louisville Institute while her father was recovering from a heart attack.
- On July 17, the morning after receiving her termination warning letter, [REDACTED] was greeted by the interim executive director with “good morning,” to which she did not immediately reply. In response, the interim executive director stuck his head into her office and said pointedly, “Good morning, [REDACTED]” and awaited a response. When she said, “Good morning,” he responded with a satisfied, “Thank you,” as if he were owed this courtesy, despite the intimidation and harm he had inflicted on her the day before. While this is the most explicit example of microaggressive manipulation, it is not an isolated incident, and more instances can be offered.
- Microaggressions are also expressed by demonstrating “power over,” especially through forcing conformity to particular behaviors or by withholding information. In recent weeks, the interim executive director has escalated these microaggressions for no discernible reason other

¹⁰ Stereotypically, women are expected to demonstrate “communal” traits, like being accommodating, selfless, collegial, deferential, and patient. Men, by contrast, are expected to show “agentic competence,” such as being decisive, direct, independent, assertive, and confident. See Laurie A. Rudman and Peter Glick, “Prescriptive Gender Stereotypes and Backlash toward Agentic Women,” *Journal of Social Issues* 57, no. 4 (Win 2001): 744–45.

than to limit the capacity of female staff to act without his express approval. As an example, as of July 22, 2024, he instituted a policy by which each of the women must provide their office schedules to him for approval via email on a weekly basis. Our practice is to put those schedules into Slack so that everyone is aware of staff office time, but we must now ask for approval via email before posting in Slack. When asked why this must be done weekly even when schedules do not deviate week to week, the interim executive director plainly refused to provide an answer and simply reinforced the policy. See attachment 9.

- Finally, it is a well-documented pattern of white, patriarchal masculinity to elevate the authority of written documents over oral testimony, established patterns of practice, or collaborative processes, especially in academic settings.¹¹ The warning letters each of the staff received listed “termination-level” offenses based on written documents, including the LPTS Employee Handbook, and the Louisville Institute Policies and Procedures Manual. The former document is woefully outdated and has been “under revision” by the seminary for several years, but has not been officially updated since 2020. The LI Policies and Procedures was never meant to be a governing document and is instead a collection of pieces of information that serve as reminders and general guides for the work of the Louisville Institute. Despite knowing this information, the interim executive director chose to apply these documents as authoritative requirements against which our professional performance is judged and violations that constitute “termination with cause” will be measured. This is itself a gendered microaggression of presumed authority and interpretation rooted in patriarchal masculinity and power.

* * *

We can provide many more examples of the kinds of experiences listed above. We also request that this document be read in conjunction with the documents already provide to HR, namely our individual refutations of the termination warning letters we received, along with the document about retaliation that was provided on Monday, August 5, 2024 (attachment 8). Please note that the attached retaliation memo has been revised to correct a typo in a date (noted in the revised version).

The female staff of the Louisville Institute have been subjected to abhorrent mistreatment by the interim executive director, which has led to real harm to their mental, emotional, and physical health, and has drastically limited the capacity of the Louisville Institute to carry out its mission. We love our work and have been dedicated to it through extreme and horrendous circumstances for more than a year. As our final attachment (10), please find an unsolicited letter sent to us by some of our fellows articulating the significance of our work. This letter is the reason we do it.

¹¹ See Christine J Hong, *Decolonial Futures: Intercultural and Interreligious Intelligence for Theological Education*, Postcolonial and Decolonial Studies in Religion and Theology (Lanham, Maryland: Lexington Books, 2021); Willie James Jennings, *After Whiteness: An Education in Belonging*, Illustrated edition (Grand Rapids, Michigan: Eerdmans, 2020); Daniel Bendix, Franziska Müller, and Aram Ziai, eds., *Beyond the Master’s Tools?: Decolonizing Knowledge Orders, Research Methods and Teaching*, Kilombo (Series) (Lanham: Rowman & Littlefield, 2020); Linda Tuhiwai Smith, *Decolonizing Methodologies: Research and Indigenous Peoples*, Third edition (London: Bloomsbury Academic, 2022); Miranda Fricker, *Epistemic Injustice: Power and the Ethics of Knowing*, 1st edition (Oxford: Oxford University Press, 2009).

Louisville Institute Hostile Work Environment Memo
August 9, 2024
Attachments

Attachment 1



Raymond Bonwell May 1st at 7:17 AM



OBSERVATION (not necessarily seeking a reply) I'm a tremendous fan of governance done right. While at times I've questioned my life choices, I have participated (director or trustee) for more than 200 meetings, and then moderated (chaired) another 100 meetings for 15 organizations. And for the Board of Pensions I oversaw more than 200 board and committee meetings. Active in the Society for Corporate Governance, the Pennsylvania Association of Nonprofit Organizations, and the National Association of Corporate Directors, I do love this stuff.

Attachment 2

#+ Also sent to the channel



Raymond Bonwell Apr 29th at 5:00 PM

So I'm answering as a "reply", and also sending the messages to this thread, too. I'm also answering slightly out of order, by importance. Most important: Board Meeting Agenda.

Here is the link to the working final agenda: <https://www.dropbox.com/scl/fi/fyfn7xvogjtciycq62qe0/1.-Agenda.pdf?rlkey=ohe1ukai89kqv7g6ws1mpleiu&st=avrc7xra&dl=0>. As I understand it (*italics* for emphasis), the morning presentations with the Advisory Board are meant to be an *internal* conversation that also might provide guidance on areas of nuance or emphasis, as those presentations are then re-presented in the afternoon to Lilly (LI's sole funder, for whom LI serves as Lilly's first "intermediary organization").

 **1. Agenda.pdf**
PDF

 **Advisory Board Meeting Agenda**
May 6-7, 2024
The Alexander, 333 S. Delaware St., Indianapolis, IN
Arrive in Indianapolis by Sunday evening, May 5, 2024

Monday, May 6, 2024

8:00 am	Breakfast, Ralston Room
9:00	Morning Meditation – Raymond Bonwell
9:15	Approval of Agenda and Minutes
9:20	Introduction of new LI staff
9:30	Potential Board Members
9:45	Prepare for meeting with LEI Staff: <ul style="list-style-type: none">• Adjudication Themes (Aimee Moiso)• Relationships between Advisory Board, LPTS, Lilly and LI (Raymond Bonwell)• The Future of Strategic Convenings (Andrew Pomerville)
11:30	Break, travel to Lilly Endowment Inc 2801 N. Meridian St., Indianapolis, IN 46208

Added by Dropbox



Aimee Apr 29th at 5:04 PM

So I'm assuming that when you're telling us who Lilly is and how they fund us, you're not actually thinking we don't know?



(continued on next page)

Louisville Institute Hostile Work Environment Memo

August 9, 2024

Attachments

Attachment 2 (cont.)



Raymond Bonwell Apr 29th at 5:37 PM

I recognize that email by its nature is tone deaf (lacks facial expression, verbal inflection, and body language). And here we are on Slack. And if I'm going to type, I'm going to default to overcommunicating, which means I may be repeating things (sometimes the repeating the obvious) to ensure I am also passing along relevant information.

My point in emphasizing Lilly is the **part of the meeting with Lilly is the most important part of this advisory board meeting.**

Further, I have heard LI and LPTS staff refer to the "Lilly ecosystem". Chris Coble, when speaking with me today, used the term "intermediary organizations" to describe (LI, LE@Duke, Center for Congregations, Wabash, etc.). So here I introduce the term that Chris Coble uses, which we (LI / LPTS) will now adopt. [And how do I know we will adopt "intermediary organizations"? Because when I spoke with ADP to update him on the Lilly call, ADP declared "if that's the Lilly term, then we will use it, too."]

Chris Coble also emphasized that LI was the **first** of the "intermediary organizations" (and I was able to correctly determine why LI was first).

I would hope everyone knows Lilly is the sole funder, and I also know not to assume, and instead default to overcommunication. And I also overcommunicate the unique relationship LI has (first!) among the "intermediary organizations" (Lilly's term for what i have often heard as "the Lilly ecosystem").



Aimee Apr 29th at 5:44 PM

This is helpful clarification, thank you. It is useful to know that this is "overcommunication" in an effort to be clear. I mostly thought it was funny that you might think any of us would be unfamiliar with Lilly! I know you are getting to know us, and that will take time, but please also rest assured that we are all fully up to speed on everything that's happening at LI, LPTS, and Lilly, and you can feel free to default to that assumption. 😊

We are an exceptionally collaborative office, and as a result we are not siloed from the various aspects of work, even as we each take different roles. Hang in there with us — it will get easier!



Raymond Bonwell May 1st at 7:14 AM

I believe that I will stay with my default "overcommunication" and ask your (plural) patience as I might repeat myself. I would much rather repeat myself to ensure messages are shared, than to assume "everybody knows" something and that assumption not hold true.

Attachment 3



Raymond Bonwell 8:24 AM

Thursday, May 9th



I have found that overcommunication is helpful, including when previous and out-of-date processes are referenced. As I shared previously, my default is overcommunication, and I thank everyone for their patience and hospitality with my communication style.



Aimee 8:29 AM

I appreciate your desire to be clear. However, repeating material multiple times can have the effect of transmitting the message that you do not trust that others have heard you or that they can be trusted to do their jobs. So while we will have patience with your communication style, what you have found to be helpful in other settings may or may not be as useful in new places that are unfamiliar to you. I hope you will also be open and flexible to change practices as we communicate what is helpful to us and what we have found to be most effective and beneficial for this work.

From: [REDACTED]
Subject: Re: Advisory Board Long List [FOR ACTION]
Date: June 6, 2024 at 9:48 AM
To: Raymond Bonwell rbonwell@louisville-institute.org
Cc: Aimee Moiso amoiso@louisville-institute.org, [REDACTED]
[REDACTED]

KL

Raymond - Thank you for compiling this list. I am sending it over to slack since this is internal communication. As for the comments, we work collaboratively and conversations around the Advisory Board function the same way. I am not opposed to sending my personal thoughts, but this is a conversation that we need to have collectively as a group. I cannot have my recommendations to you by Monday at noon since I will be on vacation.

[REDACTED]

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~Working remotely. Please contact via email.~

On Thu, Jun 6, 2024 at 9:30 AM Raymond Bonwell <rbonwell@louisville-institute.org> wrote:

Colleagues,

Attached is the "long list" of recommendations to serve on our Advisory Board. You will see these names are in alphabetical order, with working hotlinks (if you want more information), with the descriptions presented as received (hence the various lengths and styles). I am grateful for the talent and potential represented by these 27 recommendations.

I welcome your feedback and suggestions, and since these are matters of personnel, I ask you to share your thoughts directly with me via email. This is a practice I have used with successful outcomes with other nominating committees. As discussed at the May 2024 meeting, we are looking to expand the Advisory Board with 3-4 names.

May I please have your comments by noon on Monday June 10?

May I please have your comments by noon on Monday, June 10:
Comments may be anywhere along the spectrum of enthusiastic support to observations of caution. This will help me tee things up for a conversation with Andrew, and set a path for the called meeting of the Advisory Board (for their advice).

With thanks,
Raymond

The Rev. Raymond Bonwell, Interim Executive Director
The Louisville Institute (louisville-institute.org)
m: 215-870-9661
e: rbonwell@louisville-institute.org
o: 502-992-9341; 1044 Alta Vista Rd, Louisville KY 40205



From: Aimee Moiso amoiso@louisville-institute.org
Subject: Re: Advisory Board Long List [FOR ACTION]
Date: June 6, 2024 at 9:44 AM
To: Raymond Bonwell rbonwell@louisville-institute.org
Cc: [REDACTED]



Hi Raymond,

Thanks for sending along this list. I appreciate your desire for discretion in these matters, but this is precisely the kind of thing that requires collaborative conversation rather than private communication. We can be trusted to keep confidentiality, and because we have all seen the names there is no need to keep our opinions private; in fact knowing the perspectives of others can only help us discern together the best candidates for LI and the Board's needs. I would hope that we might discuss these candidates together in a staff meeting (though we will likely not have had enough time to review them in order do so today).

Additionally, in the past we have kept lists like this internally so that we can collectively remember who was suggested in the past, along with who made the suggestion (so the recommender can be contacted in future, if more information is needed). It would be helpful for that information to be added to this list and the list put in a shared location for future reference.

Aimee

Rev. Aimee Moiso, PhD (*she/her*)
Associate Director
Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798
www.louisville-institute.org

**Because we work flexible schedules, you may receive messages from us outside of the regular business day. Please feel free to reply during your working hours.*

On Jun 6, 2024, at 9:30 AM, Raymond Bonwell <rbonwell@louisville-institute.org> wrote:

Colleagues,

Attached is the "long list" of recommendations to serve on our Advisory Board. You will see these names are in alphabetical order, with working hotlinks (if you want more information), with the descriptions presented as received (hence the various lengths and styles). I am grateful for the talent and potential represented by these 27 recommendations.

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May I please have your comments by noon on Monday, June 10? Comments may be anywhere along the spectrum of enthusiastic support to observations of caution. This will help me tee things up for a conversation with Andrew, and set a path for the called meeting of the Advisory Board (for their advice).

With thanks,
Raymond

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<LI-AB_Long-List_06062024.docx>

Louisville Institute Hostile Work Environment Memo

August 9, 2024

Attachments

Attachment 4.3



Raymond Bonwell 9:55 AM

Thursday, June 6th ▾

As mentioned in the email, since this recommendation list does deal with matters of personnel, please send your comments directly to me via email. And we are welcome to have a roundtable conversation, and in my experience with more than ten boards, specific recommendations (particularly concerns) are best shared directly.

Monday, June 10th ▾



Briana Tyra 11:34 AM

[@Raymond Bonwell](#) could you please update the version of the Advisory Board Candidates that would include who recommended them? We plan to have a discussion as a team this week. Thank you.

Monday, June 17th ▾



Raymond Bonwell Jun 17th at 1:07 PM

I've been giving this thought, and also speaking with colleagues to affirm better practices: I believe sharing the recommender would introduce bias, and I believe the candidates should be judged on their backgrounds and experience.

I will share the following broad categories: 2 recommendations from the LPTS cabinet; 4 recommendations from the LEI ecology; 4 recommendations from LI staff; and, 18 recommendations from 6 members of the Advisory Board.

I have not received any further recommendations beyond the 28 names previously circulated on the long list. I look forward to the teams suggestions.

1 reply



Aimee Jun 17th at 2:29 PM

Sorry I didn't have a chance to respond to this prior to your departure today. I wanted to let you know that at the Louisville Institute, our orientation is not so much to avoid introducing bias, but to name and identify the biases we bring so that we can attend to them (this is what we say and do on our selection committees). We all have biases, and it is more productive to be attentive to them than to pretend they're not there.

In the case of Board recommendations, the "biases" of knowing who suggested whom is simply informational: if Neomi suggested someone, we know that suggestion is coming from someone with particular knowledge of LI, the Catholic church, and her field of study. This is not a bias as much as a point of information.

From: Raymond Bonwell rbonwell@louisville-institute.org 

Subject: Re: Meeting today

Date: June 20, 2024 at 12:45 PM

To:

Cc:

  amoise@louisville-institute.org

Aimee Moiso

RB

 et al.,

Certainly. As I shared at the Tuesday staff meeting, Lisa Lias is coming over for an initial introductory meeting at 1:30 p.m., and you all are welcome to join.

The anticipated outcomes of today's meeting are to identify and address logistics that would prevent Laws Lodge from being used to support the Louisville Institute Advisory Board (LI-AB) meeting of Sep. 9-10, 2024. Anticipated next steps include answering the identified logistics after this first meeting, and also to identify additional concerns for a larger second meeting (with additional finance and facilities representation).

I am very detail oriented when it comes to Board Meetings, both from my experience at the Erdman Center at Princeton (the Laws Lodge equivalent), and from running many board meetings. If LPTS is going to host LI-AB, I want to hear it directly.

Attached is my agenda for today's meeting - I anticipate this meeting to be brief and I am not anticipating getting many answers today. My plan is to have a second meeting (with a pre-circulated memo) that will answer what is in the attached agenda (and also any additional questions).

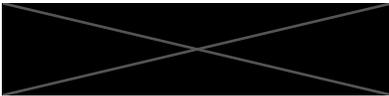
Your comments and participation are welcome, please let me know.

Gratefully,
Raymond

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On Thu, Jun 20, 2024 at 12:22 PM [REDACTED] wrote:
Can you give more information to us regarding the meeting you have scheduled with LPTS regarding events?



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Please note, I choose to work flexibly and send emails outside of normal office hours, if you receive an email that is outside of your normal working hours, I do not expect an immediate response.

**Laws Lodge for LI-AB
09-24 v1.docx**



DISCERNING THE USE OF LAWS LODGE FOR
THE LOUISVILLE INSTITUTE ADVISORY BOARD MEETING, SEP. 9-10, 2024
FIRST MEETING

Raymond Bonwell (staff welcome to join) and **Lisa Lias** are scheduled to meet June 20, 2024 at 1:30 p.m. The anticipated outcomes of the meeting are **to identify and address logistics** that would prevent Laws Lodge from being used to support the Louisville Institute Advisory Board (LI-AB) meeting of Sep. 9-10, 2024. **Please note: this follows a busy week on the LPTS Campus** (Sep. 2-6, including Labor Day, Orientation, Mosaic, and Presidential Installation). **Anticipated next steps** include answering the identified logistics after this first meeting, and also to identify additional concerns for a larger second meeting (with additional finance and facilities representation).

LI-AB currently has seven members, supported by five LI staff. Historically the meeting location has been driven by the lodging (the meeting is held at/near the lodging space). For the Sep. 9-10, 2024 meeting (09-24) to be held on the LPTS campus, lodging should also be on campus, with that lodging option being Laws Lodge.

The following terminology might be helpful: SPONSOR (LI); GUESTS (LI-AB members and staff); HOST (LPTS).

LI believes the following support from LPTS is needed for a meaningful and hospitable meeting:

I. LODGING

- A. Sponsor (LI) would offer Host (LPTS) lodging list for a room block for guests, yes?
- B. Would Guests “easily” be able to park at Host (LPTS)?
 1. would parking placards be required?
- C. Which rooms would be reserved? (What is the current Laws Lodge “empty” capacity?)
Would all rooms be identical?
- D. How would Guests get their room keys?
- E. Would Guests be able to change their rooms, either for a preference or a new need (e.g. handicapped accessibility)?
- F. Would rooms be outfitted with folded towels, toiletries, and pre-made beds (like walking into a hotel room) by Host (LPTS)?
- G. If Guests need toiletries (razor, toothpaste), would Host (LPTS) be the contact (like a hotel front desk (and who))?
- H. If guest have maintenance concerns, would Host (LPTS) be the contact (like a hotel front desk (and who))?
- I. How would Guests get early morning / late evening beverages (coffee or tea) provided by Host (LPTS)?
- J. How would Guests get snacks provided by Host (LPTS)?
- K. How would Guests check out / return their keys to Host (LPTS)?
- L. Would guests be able to extend their stay – if so, how?
- M. Would Host (LPTS) then “reset” the rooms (e.g. “perform room service”)?

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502-992-5432 ● Fax: 502-894-2286

1. If “room service” is requested during the visit (not anticipated, given changes in industry expectations), would Host (LPTS) be the contact (like a hotel front desk (and who))?

II. MEETING LOGISTICS

- A. Sponsor (LI) typically uses a private conference room with the following specifications, provided by the host:
 1. holds a “U-shaped” conference table to hold 15 people;
 2. flat-screen monitor or projector for presentations, including audio;
 3. WiFi access; with,
 4. Meals and snack services (see also MEALS, below).
- B. How might LPTS provide the above?

III. MEALS (Schedule)

- A. FYI: Meeting typically begin at/after breakfast on Day One (Mon. Sep. 9):
 1. Day One – Breakfast (provided by Host (LPTS) / catered-by-whom?),
 - a. in meeting space?
 2. Day One – Lunch (provided by Host (LPTS) / catered-by-whom?),
 - a. in meeting space?
 3. Day One – Dinner
 - a. (provided by Host (LPTS) / catered-by-whom?); and,
 - b. in separate dining space?
 - c. is alcohol permitted to be consumed at LPTS by LI-AB?
 - d. If offsite, would Host (LPTS) arrange and provide transportation?
- B. FYI: Meetings typically conclude with/after lunch on Day Two (Tue. Sep. 10):
 1. Day Two – Breakfast (provided by Host (LPTS) / catered-by-whom?),
 - a. in meeting space?
 2. Day Two – Lunch (provided by Host (LPTS) / catered-by-whom?),
 - a. in meeting space?

IV. BILLING / COST

- A. Historically, LI has paid a single master bill for provisions by the host (and LI has taken responsibility for the offsite dinner and transportation).
- B. What would LPTS charge for the above?

Other items may be added to this list during the meeting, which would be added to this agenda and circulated. **Anticipated next steps** include answering the identified logistics after this first meeting, and also to identify additional concerns for a larger second meeting (with additional finance and facilities representation).

Without delay a second meeting should be scheduled for the week of Mon. Jul. 8 or immediately thereafter, with representation from other teams. A space for this second meeting could be the proposed space for the LPTS meeting.



Should there be items (identified before or at this second meeting) that would prohibit LPTS for providing a hospitable and meaningful environment for LI-AB, then LI should be able to contract with a host downtown (which would be approximately nine weeks before the LI-AB event; nine weeks is a very narrow window, and possible given the smaller size of the event).

THANKS TO ALL!

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502-992-5432 ● Fax: 502-894-2286

Louisville Institute Hostile Work Environment Memo
August 9, 2024
Attachments

Attachment 6

Monday, July 22nd ▾



Raymond Bonwell 8:56 AM

I am asking we pause the selection committee process; it seems to me this current process is not following the procedure in the LI Policies and Procedures (as revised June 2023). The language around Grants Procedures (p. 3) and Fellowship Procedures (p. 4) is identical - the second sentence in each section states "selection committees are established by the advisory board upon the recommendations of the Institute staff." (This language is identical in the previous version (June 2021) for Grants Procedures (p. 2) and Fellowship Procedures (p. 3).) I also have not seen in the minutes where the advisory board has been establishing the selection committees.

There are few responsibilities reserved for the advisory board in the LI Policies and Procedures. One responsibility is the establishment of the selection committees (another is the review of the executive director).

I am suggesting a meeting, to make sure our understanding of the procedure is correct, and our processes follow those procedures. From this thread, and the office schedule thread, it appears the conversation partners would be Aimee, Jessica, Briana, and me. **Is that correct, would it be the four of us to discuss?**

The timing of aligning processes to policies is favorable and the selection committee process can be added to the LI-AB 09-24 agenda (more LI-AB 09-24 information forthcoming). And I need a better understanding where things are in the 2025 Selection Committee process to better prepare the advisory board (agenda items for this staff meeting to include: who has already been issued an engagement letter - and where these letters are kept; who has expressed willingness to serve (and not been issued an engagement letter); and how many spaces need to be filled). Once I get confirmation of who will participate in this discussion, we can find a time to meet (and Jessica, if you are to participate, we can easily meet online). Thank you.



1 reply 15 days ago

Thursday, July 25th ▾



Aimee 2:57 PM

Thank you for your concern that our processes align with our policies and procedures manual. I believe the most accurate way to frame the situation is that our policies and procedures manual has not been updated to reflect effective, operative practices, rather than the reverse. I think you will find, for example, that while the Board did make some changes to the procedures manual in recent years (at the prompting of staff), they have not taken a particular interest in the details. That might be something you'd like to bring up with them at the upcoming Board meeting.

The issue here may be confusion around the language of "establishing" selection committees. When Jessica sends out invitations to serve on selection committees, she does so on behalf of the Board (see the invitation emails). Board members serve on each committee and are made aware of overall committee makeup through Board reports. However, as you have found in the minutes, the Board has not "approved" committee membership as such. This is at least in part an issue of timing: because of our grant calendar, selection committees are put together in early summer between the May and September Board meetings. The Board has had an ongoing role in reviewing selection committee processes, including most recently a significant discussion of those processes that took place at the May 2023 Board meeting.

Pausing the selection committee process at this time would be problematic for the grant cycles under which we operate. Our first selection committee will begin its work a month before the September Advisory Board meeting, and the second selection committee will begin its work days after. The requests we make of our selection committees require advanced planning and significant time commitment. At this time, the committees for 2025 are essentially set, pending the naming of two additional board members and assigning them to committees appropriate to their expertise.

You are welcome at any time to send to the Board the names of the persons who have been asked to serve on committees – both those who have already agreed and any remaining from whom we are awaiting a response. You might also consider asking the Advisory Board what they think their role should be in selection committees, and preparing any appropriate revisions to the Policies and Procedures Manual for approval at the September meeting. These are precisely the kinds of questions that may need addressing in the "role of the Advisory Board" conversations.

From: Raymond Bonwell rbonwell@louisville-institute.org
Subject: RB O3 Agenda with ADP [FYI]
Date: May 15, 2024 at 9:34 AM
To: Aimee Moiso amoiso@louisville-institute.org

RB

Aimee,

Below is the thread of my One-on-Ones with Andrew. It is still my intention to share these agendas with you, and I realize I missed sharing an agenda with you (and I apologize). Going forward, I will share the most recent agenda. With Andrew's extensive travel this summer (read: vacation), it is TBD if I'll have O3s with Tyler Mayfield (Interim Dean while Debra is on sabbatical; acting chief officer in president's absence).

At our staff meeting I plan to address what Andrew and I spoke about (e.g. I will be Ruth Santana-Grace's shepherd on Saturday (Ruth is the co-moderator of the 225th GA (2024); Commencement Speaker; and my executive presbyter in the Presbytery of Philadelphia); Andrew *delighted* about your focus on the LI 5.0 Grant for 2028; I am to remind the LI-AB for additional recommendations for AB consideration; etc.).

With thanks,
Raymond

The Rev. Raymond Bonwell, Interim Executive Director
The Louisville Institute (louisville-institute.org)
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o: 502-992-9341; 1044 Alta Vista Rd, Louisville KY 40205



----- Forwarded message -----

From: Raymond Bonwell <rbonwell@louisville-institute.org>
Date: Tue, May 14, 2024 at 8:37 AM
Subject: RB O3 Agenda 05/14 11a [FYI]

to: Pres. Andrew Pomerville <apomerville@lpts.edu>

Andrew,

It's been a week! Us with LI-AB (how was that just 7 days ago?); you traveling; me, Jen visiting!

I'm looking forward to the Cabinet meeting, and our O3. Here's my O3 Agenda. I understand you and I will have a full 30 minutes.

Remember: you do not need to review in advance; I will bring copies for discussion; and, I hope to forward our O3 agendas with my team.

Huzzah!
Raymond

Urgent Items

Get soon-to-be-elected GA Moderator to Mosaic / Inauguration Sep. 2024.
How can I help with Ruth / Commencement?

Advisory Board Meeting (May 7-8)

- Me: Awesome. Best Advisory Board Meeting, ever. [Next LI-AB: even better!]
- Also, the Bibliography Project is GO. Unified Book (a la LPTS [and normative books] GO.
- Shared with staff my surprise at their consistent typing during my devotional.
- You?

Your urgent items for me?

- Nelson Hall renovations - how may LI demonstrate hospitality in Gardencourt?

LI-AB 09-24 Agenda Items [FYI]

- Strategic Priorities [unaddressed from 01-24].
- Strategic Convenings.
- Onboarding new Advisory Board.

- LI 5.0 (2028; never too soon to start [Hat Tip, Staff])
- ED - path to a new one [make me unnecessary!]

OUR SCHEDULES (Incarnational importance)

- Jen and I found a place!
- You | Me for May, June, July.

LPTS | LT

- Announcement forthcoming.
- Commencement role as Senior Officer?

Interim Responsibilities

- LI Team O3s: On the books (all Tue); Team on Wed.
- Staffing Analysis: Patti started with Aimee; need to roll out. [REDACTED] confirmed additional workers include Tatyana as work study and moving on; therefore opening this position); Katy as 10 hrs/wk contractor [Slack access]; Britt as contractor [Comms grant]. Staffing analysis all the more relevant, given student / contractor support. Does 2025-2027 Grant need to be recast to better represent the work? Is there a need to add to staff and ask LEI for more? [TBD]
- LI Processes: need to perfect Purchase Order / AMEX processes. (Documentation must flow up.) During the summer, I can work with Tyler (Dean) during your absence (as de facto Seminary lead). Tyler and I (working with Theresia) can report back the processes upon your return to campus.
- Budget: Starting the focus. (Budgets in the single millions is a relaxing change.)
- Every Day Carry - in place.
- LI Mgmt: VTE May 20-21.
- LPTS onboarding [Shared with HR Mary how HR paperwork should be dedicated 3 hours; plus 3 hours for other HR (Paycom; Compliance) stuff.]
- LI onboarding is ongoing. As an interim, I know this onboarding will be done again in ~June 2025. And I believe my SMART or organizational goal should be that the next ED will arrive with a full onboarding calendar (including: all account credentials, an announcement plan, an office that is set up on Day One, with a technology plan (beyond "I have a personal laptop and a personal internet hotspot), and with clear and definitive guidance to what is important (including timelines [LI-AB; adjudications; VTE; etc.]). Thoughts?

LEI Board

- Chris Coble and I are scheduled for May 22.

Contact Calls

- ? LEI Intermediary Organizations beyond the delightful Tim Shapiro ?

/fin

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On Wed, May 1, 2024 at 7:00 AM Raymond Bonwell <rbonwell@louisville-institute.org> wrote:

Andrew,

YOU DO NOT NEED TO READ PRIOR TO OUR MEETING. I'll see you on Teams, and we can begin with a quick review of this agenda, below.

Here's my update for our O3 today. Without objection, the format will be this meeting agenda appended to the previous meeting (accountability and consistency), and it remains my plan to share these O3 emails with LI staff.

Urgent Items [new category]

Sr Admin Meeting yesterday (4/30):

- "faculty reconfiguration (5/17 discussion)" per Debra's email - is this public knowledge?;
- Special Administrative Council (your follow-up email) - how might LI contribute?;
- "three lenses (recruit and retain, activate and engage, vitalize community)" per your Cabinet email, will ensure LI is aware.

Anything else I should know?

Advisory Board Meeting (May 7-8; also known as this coming Monday and Tuesday)

- Board Book forthcoming and being assembled include Bibliographic Project? - you saw the "forthcoming" email.
- Kind words of support from Mike and Heath (so far, in real-time).
- My presentation is being perfected, staff, you, and Chris Coble will see it (all know it's coming in hot).
- Do you know what materials Lilly gets in advance?
- Will inquire about presentation platforms (i.e. Lilly's setup, and our site, the Alexander).

Your urgent items for me?

[Back to standing items]
Interim Responsibilities

- Staffing Analysis: intro made to HR Mary's colleague Patti. Patti and I to meet after LI-AB meeting (TBD).
- LPTS Inter-Dependence: thought LPTS Board Meeting was great.
- LI Processes: need to perfect Purchase Order / AMEX processes (incl. tax exemption); and student worker process. First staff meeting is today and focus is on Board Meeting.
- LI Staff: for dialogues, consensus building and broader queries, asynchronous typing is so much slower than talking. Affirms need to be in-residence.
- LI Mgmt: Ongoing. Setting up O3s. Uncertain how LI staff communicate broader things like:
 - "Research and Data Analysis Virtual Workshop with Dr. Schade this Wednesday, May 1, 2024 12-2 PM EDT"
 - Similarly, the Advisory Board Agenda Upcoming Gatherings states "VTE May Gathering: May 20-21,2024,-- Louisville". Do you appear at VTE?

LEI Board

- Clearly we will get things synced for future Board Meetings. I am collating the LI-AB 05-24 Book (which is fine, literally did it all the time for BOP).
- Your recollection of LI-AB 0124 - how much in executive session? I will share context re: minutes.
- Will share Morning Meditations.
- Began drafting my presentation. Will share first with staff, then you, for comments.
- Will provide updates on Erica and the Bibliography Project.

Contact Calls

- Advisory Board: Mike, Neomi, Heath, Tim done. Katie (today) and Justin (tomorrow) scheduled. Telika TBD.
- Chris Coble: Mon. Apr. 29, you and I debriefed by phone.
- Edward: holding off to gather more info.
- How can I help with Lifelong Learning e.g. 20 minute knowledge transfer and Q&A of what we did at PTSem?

My Schedule

- Indy: fly in Sun. May 5. Riding with you to Lou on Tue. May 7 (Special Administrative Commission)
- RB in LOU Wed May 8 - Thu May 23.
- Jen's tentative visit, Fri. May 10 to Mon. May 13.
- Commencement: I'm in.
- VTE: Mon May 20 - Tue May 21: uncertain of my role.
- To Philly for Memorial Day weekend (trip to NY). Remote (blech) May 28 - 31 (Fundraiser).
- LOU Mon Jun 3 - Thu Jun 6, then to Philly to set up NY. May take off Mon, Tue, Wed? Jun 10-12 (remote is hard)

/fin

The Rev. Raymond Bonwell, Interim Executive Director
The Louisville Institute (louisville-institute.org)
m: 215-870-9661
e: rbonwell@louisville-institute.org



On Tue, Apr 23, 2024 at 6:44 PM Raymond Bonwell <rbonwell@louisville-institute.org> wrote:

Andrew,

Welcome back. Here's my update for our O3 tomorrow (might be revised), your perfections are welcomed in real-time in the meeting. In other words, I am NOT anticipating you to respond to this note.

I'm updating on your format, with open questions underlined that need your guidance - to be discussed.

Interim Responsibilities

- Staffing Analysis: HR intro / onboarding completed. Meeting with Mary on Mon. Apr. 29 [remote] for overview.
- LPTS Inter-Dependence: held intros with Theresia, Emalee and Kassy. Beta-tested Day of Giving platform for Emalee (worked great). 4/23 Cabinet was super - Kassy great job leading and slide formatting; collaborative conversations around Board Meeting prep. LI & LPTS.
- LI Processes: orientation meetings with Theresia and Kassy. This will be fun.
- LI Staff: met [REDACTED] (so very briefly); J + K out of town at LEI.
- LI Mgmt: On it. (My office is slowly taking shape.)

LEI Board

- Will share Morning Meditations.
- Began drafting my presentation. Will share first with staff, then you, for comments.
- Will provide updates on Erica and the Bibliography Project.

Contact Calls

- Advisory Board: Mike, Neomi, Heath done. Tim, Katie, Telika scheduled. Justin - made a second request.
- HR Mary: orientation Mon. Apr. 29.
- Chris Coble: scheduled for Mon. Apr. 29

- Chris Cook. Scheduled for Mon. Apr. 22.
- Edward: holding off to gather more info.
- LPTS Cabinet: underway (per above).
- *Elizabeth Clay*: lunch Tue. Apr. 23.

My Schedule

- LPTS Board Obligations?
- Out Fri for Philly.
- Week of Mon. Apr. 29: Remote (Jury Duty Tue. Apr. 30; Court Fri. May 3; Broad Street 10-Miler Sun. May 5).
- Indy: fly in Sun. May 5. Hitch to Lou Tue. May 7?
- Commencement: am I walking? 4 corner cap and PTSem mantle?

Thanks!
Raymond

The Rev. Raymond Bonwell, Interim Executive Director
The Louisville Institute (louisville-institute.org)
m: 215-870-9661
e: rbonwell@louisville-institute.org



----- Forwarded message -----

From: **POMERVILLE, ANDREW** <apomerville@lpts.edu>
Date: Wed, Apr 17, 2024 at 10:43 AM
Subject: Items for our one on one today
To: Raymond Bonwell <raymond.bonwell@gmail.com>

Good morning, Raymond,

We have a number of things to consider with the start of your position. I'm suggesting the following conversation topics and items to address this afternoon when we meet:

- Interim responsibilities
 - Partner with Mary Mitchell re:Staff analysis
 - Interpret and implement recommendations
 - Establish clear job descriptions and expectations for each position
 - Lay groundwork for future positions
 - Determine procedure/process for the search for our next executive director of LI
 - Reestablish and strengthen connection with LPTS
 - Develop efficient, effective means of project management, communication, and scheduled work for LI leading into the new grant

- implementation
- Listen deeply to the staff related to previous executive director searches - reflect and respond where appropriate
- Day to day management of the organization (mission of LI)
- LI Meeting in Indianapolis
 - Agenda
 - Expectations of the ED
- People to contact ASAP
 - Each LI board member - one on one calls
 - Mary Mitchell, HR consultant (email introduction made by AP)
 - Chris Coble (email introduction was made by AP - follow up)
 - Edwin Hernandez, former director
 - Each staff member of LI, as available

This will give us a starting place for setting goals for the next 1, 3, 6, 12 months.

See you in a few,
Andrew

Rev. Dr. Andrew David Pomerville (he/him)

President

Professor of Practical Theology

Louisville Presbyterian Theological Seminary

(517)927-5260 (cell)

apomerville@lpts.edu



Louisville Institute Hostile Work Environment Memo

August 9, 2024

Attachment 7.2



sr-admin-meetings ▾

+ Add a bookmark

 joined #sr-admin-meetings. Also, Jessica Bowman and 4 others joined Wednesday, April 17th ▾

 **Raymond Bonwell** 9:33 AM
I am using this space to give a high level "real-time" update of the Sr. Admin. Meetings (aka "President's Cabinet").

 **Raymond Bonwell** 9:39 AM
For Tue. Apr. 16, 9a:

- recognition of tremendous staffing transitions on campus. Observation this has been in 20 year cycles (~2004; ~early 80s; ~1963 with new campus; ~1940s with WWII; ~1920s with enrollment growth; ~1901 merger of seminaries). *This has happened before, and LPTS both survived and thrived.*
- majority of meeting was staff walking through their slides for the board meeting (collaborative improvement and refining).
- Staffing was briefly revisited, with status update on open positions ("instability is real").
- BCS candidate leading chapel Wed. Apr. 17 at 12p - #ADP reminded staff that everyone is welcome. Candidate is Brandon Crowley, LI PGR recipient.

Tuesday, April 23rd ▾

 **Raymond Bonwell** 11:40 AM
For Tue. Apr. 23, 9a:
#ADP was out of town, and appointed Cassie to run the meeting - primary focus on board of trustee slides from Sr. Admin. Everyone presents (except me, too new). (Board Meeting is Thu. Apr. 25 & Fri. Apr. 26.)

A primary focus was the three strategic lens (important for LI to be familiar, given LI is part of the LPTS community):

- enrollment & retention
- engage & activate community
- vitalize community life.

I am also getting an LPTS account, and will have access to the slide deck, which I'll place in Dropbox as a reference point if anyone is interested.

Part of the board meeting (which is open to the community and public) will be an invitation to participate in a strategic conversation that explores how strategic initiatives are ranked in each of the above 3 lens. This is a continuation of a previous board exercise - the community will share perspectives to help the board decide WHAT the priorities are, then leadership will execute with the who / why / how.

The Sr. Leadership Team (aka Cabinet) worked though how lunch at tomorrow (Wed. Apr. 24) was a "miss" and an announcement will be made that lunch will be available in addition to the retirement celebration. This continues to be an earnest and transparent space for genuinely collegial conversations.

Finally, Day of Giving is tomorrow Wed. Apr. 24, and everyone is asked to consider contributing. It's not so much the dollars as the participation of the campus community. Please consider contributing: <http://www.lpts.edu/2024DayofGiving>.

/fin

 **Louisville Presbyterian Theological Seminary**
[2024 Day of Giving | Louisville Presbyterian Theological Seminary](#)
Louisville Presbyterian Theological Seminary 2024 Day of Giving

Wednesday, May 15th ▾

 **Raymond Bonwell** 9:41 AM
May 14, 2024 Cabinet - high level takeaways.
Focused (too much?) on a survey for coffee and snack service at Winn. (Trustees say "do it" and report back.) Hospitality to encourage more guests to campus. Staffing changes continue:

- Interim Dean of Enrollment & Student Success has verbally accepted an offer (more soon).
- Black Church Studies candidate accepted an offer (more soon).
- Lifelong Learning director identified (more soon).
- HR Generalist accepted an offer (more soon).

Commencement is a huge variable - potential to go limit full of 300 in the Chapel.

Scheduled July 30 for an all-day cabinet retreat.

Sr. Admin. (aka Cabinet) to continue whilst ADP travels (read: vacation).

Tyler Mayfield now part of the meetings (prepping to serve as interim dean whilst Debra is on sabbatical Jul 1 - Dec 31).

Wednesday, May 22nd ▾

 **Raymond Bonwell** 8:13 AM
May 21, 2024 Cabinet - high level takeaways.
Admissions. ADP was receiving wrong numbers for admissions (was deposits; should have been commitments). Class of 2024 graduated 29. Class of 2027 is currently at 11 (2 MDivs: online; 3 MAs; 6 MFTs). (There are another 3 MDivs awaiting financial aid (2 online, 1 in-person); and another 7 MFTs awaiting financial aid.) While this is not an extinction-level event; this is deeply concerning. Reiterated need to know what the numbers actually mean.

Convocation: joyful. 289, a celebration.

Faculty: Lifelong Learning filled; Chaplaincy search. Open search for MFT Faculty. Rethinking faculty makeup, with upcoming retirements.



2 replies Last reply 2 months ago

Louisville Institute Hostile Work Environment Memo

August 9, 2024

Tuesday, May 28th

NEW



Raymond Bonwell 12:03 PM

May 28, 2024 Cabinet - high level takeaways.

Steve Rockey's Memorial Service - conflict with Dr. Trina Armstrong's MFT Farewell. (The unexpected and untimed nature of memorial services; employees are welcome to go where they need to be.)

Faculty: announcements imminent on Lifelong Learning and Field Ed. Retirement announcements will be measured and thoughtful (which means the public announcement may be delayed beyond decisions announced in closed meetings of the faculty).

Admissions: further confirmation of 2 commitments for 13 total. More commitments anticipated.

Advancement & Communications: intentionality on where resources are focused (personnel / time; financial), aim is to pair opportunities. It was noted the faculty voted to change the recipient of an endowed award, which may not be sufficient; being researched for any gift restrictions (and if a court order is needed to change the restrictions).

Nelson Hall / Facilities: Nelson is already ahead of schedule; staff are still "floating" (without a fixed temporary office) with announcements forthcoming on who is where. Access control system is being rolled out.

Business Office: HR Generalist started today; Controller and AP (Accounts Payable) are also filled to start next week (of Mon. June 3). Quick ramp up for May 31 closing of the books and Audit.

/fin



2 replies Last reply 2 months ago

Wednesday, June 5th



Raymond Bonwell 9:27 AM

June 4, 2024 Cabinet - High Level Takeaways

Roundtable reflection on **Sabbath and Vacations**.

Interim VP Enrollment and Student Success (aka Kilen's successor) - Charlotte Tullos started Mon. Jun. 3 (remotely), and was on the call. Third interim currently on cabinet; I am longest tenured (7 weeks; Tyler at 5 weeks).

Business Office staffing - HR (Alicia Anderson started); Controller starts next week (Mon. Jun. 10); AP (Accounts Payable) was supposed to start Mon. Jun. 3, took offer to current employer as leverage and declined LPTS - reaching out to #2 choice and - in the interest of time - restarting search.

Registration / Application Deadlines - extended conversation concluded to keep enrollment open (past Jun. 1 initial deadline) to at least Jul. 15. (An Aug. 1 deadline still takes ~3 weeks internal process to get students up and running on all internal systems; parallel conversation to tighten and shorten internal procedures.)

Confidence and hopes are high for additional students for Fall 2024.

Total Compensation Letters being distributed to all staff.

Nelson Hall renovation ahead of schedule.

Called Meeting for Board of Trustees for matters of personnel (faculty).

/fin

Memo

To: Mary Mitchell and Alicia Anderson

CC: Andrew Pomerville

From: [REDACTED] Aimee Moiso, [REDACTED]

Date: August 5, 2024 (*small error on page 3 corrected August 9, 2024*)

Re: Retaliation and Title IX protections

Please include in your investigation the following memo, which documents retaliatory behavior exhibited by Raymond Bonwell that violates Title IX protections of Louisville Institute staff.

In addition to the serious way in which retaliatory behavior is taken by human resources (which was mentioned to us by HR last week), at institutions of higher education staff are also protected from retaliation under Title IX. Here is the language from the Title IX Legal Manual (<https://www.justice.gov/crt/title-ix>):

The Title IX regulations incorporate the requirement in the Title VI regulations, which provides that “[n]o recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by [Title VI], or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under this subpart.”

Retaliation protections are designed to preserve the integrity and effectiveness of the enforcement process itself. Because of this purpose, the merits of any underlying complaint of sex discrimination are irrelevant in assessing a retaliation complaint. *The prohibited conduct is the act of retaliation itself.*¹

Moreover, protected activities include more than filing complaints seeking a vindication of personal rights. The Department believes that a narrow reading requiring the prior exercise of personal rights is inconsistent with the broad remedial purposes behind Title IX itself. It is important to re-emphasize that Title VI agency anti-retaliation regulations (incorporated into Title IX regulations) provide “[n]o recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by [Title VI], . . .” Thus, anyone who asserts rights secured by Title IX is protected. Retaliation claims have their own remedial purpose in that they seek to ensure that rights created under a federal civil rights statute do not go unenforced for fear of adverse official reaction.

Additionally, a “Dear Colleague” letter issued by the Office of Civil Rights (OCR) in the U.S. Department of Education states that:

The ability of individuals to oppose discriminatory practices, and to participate in OCR investigations and other proceedings, is critical to ensuring equal educational opportunity in accordance with Federal civil rights laws. Discriminatory practices are often only raised and remedied when students, parents, teachers, coaches, and others can report such practices to school administrators without the fear of retaliation. Individuals should be commended when they raise concerns about compliance with the Federal civil rights laws, not punished for doing so.

¹ My emphasis.

The Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws. If, for example, an individual brings concerns about possible civil rights problems to a school's attention, it is unlawful for the school to retaliate against that individual for doing so. It is also unlawful to retaliate against an individual because he or she made a complaint, testified, or participated in any manner in an OCR investigation or proceeding. *Thus, once a student, parent, teacher, coach, or other individual complains formally or informally to a school about a potential civil rights violation or participates in an OCR investigation or proceeding, the recipient is prohibited from retaliating (including intimidating, threatening, coercing, or in any way discriminating against the individual) because of the individual's complaint or participation.*² OCR will continue to vigorously enforce this prohibition against retaliation.

The female staff of the Louisville Institute are doubly protected from retaliation under these statutes. We are all already part of a formal Title IX complaint process with the seminary currently being adjudicated. We are additionally protected from retaliation related to more recent events because in May we brought concerns about the Louisville Institute interim executive director to the seminary Ombuds, and these concerns included gender-based discrimination.

The termination warning letters the four female staff members of the Louisville Institute — [REDACTED], Aimee Moiso, and [REDACTED] — received from Raymond Bonwell, Louisville Institute interim executive director, on July 16 and 17, 2024, violate the above Title IX protections against retaliation.

1. The termination warning letters each of us received, while referencing different individual situations, collectively seek to threaten and intimidate the staff. Each of the accusations leveled against us carries the penalty of being “terminated with good cause” for further violations, but do not explain how such violations would be measured or determined. Moreover, none of concerns in our letters were raised with any of us beforehand. ***The vagueness of these “violations,” coupled with a lack of prior notice about the behaviors cited and the warning of immediate termination for future “violations,” constitutes a clear effort to threaten and intimidate the staff.***

2. Each of the letters received on July 16 and 17, 2024, includes a paragraph similar to the following:

*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 [Louisville Institute staff] 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.*³

² My emphasis.

³ It is notable that the interim executive director himself did not follow the parameters of the LPTS Employee Handbook when issuing the termination warning letters. He did not use procedures outlined on page 26 of the Handbook that are intended for resolving staff issues. He did not notify the HR department until the letters had already been prepared, and initiated legal rather than HR processes. And he began each of our termination warning conversations by stating that he had prepared the letters with legal counsel, which is itself an act of intimidation.

The validity of the claims made in the “appeals” paragraph above can and will be disputed, but what is important for the question of retaliation is that the letters unilaterally declare that we are not “allowed” to protest or raise concerns about the work of the Louisville Institute beyond a narrow interpretation of what constitutes the conduct of our supervisor. This declaration seeks to limit our capacity to seek counsel and guidance or serve as whistleblowers about actions we see as contrary to the mission and vision of the Louisville Institute. More importantly, however, ***this paragraph reflects awareness that we have made appeals in the past and might again in the future, and uses threats and intimidation to keep us from doing so. This itself is retaliatory and a violation of our protections under Title IX.***

3. Under the existing and ongoing Title IX complaint filed with Louisville Presbyterian Theological Seminary in December 2023, which is focused on gender discrimination, the female staff of the Louisville Institute, as complainant and witnesses, are protected from retaliation that would seek to limit our capacity to raise concerns or to participate without threat in the Title IX process. The seminary is the respondent in the Title IX complaint process. The interim executive director of the Louisville Institute shared with two supervisors — the acting executive (Tyler Mayfield) and the seminary president (Andrew Pomerville) — his intention to issue termination warning letters to his staff. Both of these supervisors were aware of the active Title IX investigation, and served or serve as the representatives of the seminary in that process. The interim executive director was also aware of an active Title IX complaint, as he had been informed of its existence by [REDACTED] on June 27, 2024.

Retaliation provisions in Title IX are designed to protect “the integrity and effectiveness of the process itself.” ***The fact that seminary leaders were aware of the Title IX complaint against the seminary and the interim executive director was still allowed to issue termination warning letters to the entire female staff of the Louisville Institute — letters that included threats and intimidation related specifically to raising concerns and questioning procedures — is a violation of Title IX protections of the integrity and effectiveness of the process.***

Further, because the existing Title IX complaint process is incomplete and the complaint itself could be amended or supplemented at any time, threats and intimidation that seek to keep Louisville Institute staff from speaking freely not only constitute a violation of protection from retaliation, they could become additional evidence in the Title IX process.

4. The female staff of the Louisville Institute met with the LPTS Ombuds on May 23, 2024,⁴ to raise concerns about the interim executive director’s leadership, including issues of gender-based mistreatment and discrimination. In coming days, we will be providing HR with additional documentation of the gender-based discriminatory behaviors we have experienced under the interim executive director.

Following our meeting with the Ombuds, at the June 6 LI staff meeting the female staff brought up for discussion the significant interpersonal and team problems we were having with Raymond’s leadership — problems the interim executive director acknowledged he had noticed several weeks prior. The interim executive director agreed to reach out to the Ombuds for further conversation, but took no other action to address these concerns. He did not contact HR, attempt to bring in

⁴ The August 5 version of this memo stated this meeting took place May 29, but that was incorrect.

other resource persons to help, or even raise the topic in subsequent meetings with staff. This is not to say that the issues were not mentioned during meetings, but each time they were brought up by female staff who continually asked that some kind of action be taken. Female staff repeatedly and openly named feelings of dread and anxiety about coming to the office due to the leadership issues and treatment by the interim, as well as the general experience of a toxic and dysfunctional working environment. The staff is not aware of any action the interim executive director took to address these concerns beyond attempting to contact the Ombuds.

On June 26, 2024, [REDACTED] stated in a staff meeting that because of the hostile and toxic environment she was having panic attacks before coming to work. That comment prompted the interim executive director to initiate a one-on-one conversation with [REDACTED] on June 27, in which she detailed the challenges of the past two years at the Louisville Institute, including issues with previous leadership at LI and at the seminary, the existence of the Title IX complaint, and the distressing and exhausting situations the staff has been experiencing for two years. The interim executive director's response was that [REDACTED] had given him "a lot to think about." Upon returning to the office after a Fourth of July vacation, however, the interim executive director said nothing to [REDACTED] about the conversation they had had, did not mention anything about the mental health or wellbeing of the staff, and did not address any of the ongoing office problems. Further, at no time did he raise concerns about performance or behavior of the staff, either individually or during staff meetings.

The following week, the interim executive director unexpectedly and abruptly issued termination warning letters to the entire staff accusing us of insubordination and unprofessional behavior.

The facts are that the interim executive director:

- was aware that the staff of the Louisville Institute had concerns about how things were going under his leadership
- was aware that we had brought concerns to the Ombuds
- acknowledged that problems in the office had begun shortly after his tenure began
- was aware of the significant mental and emotional strain the current situation was causing staff
- was aware staff had been through traumatic experiences with previous leadership
- was aware the staff had a history of raising and documenting concerns
- was aware of an ongoing Title IX process with the seminary.

Given the weight of evidence, it is difficult to interpret the termination warning letters against four long-term female employees by a male interim executive director as anything other than retaliation for raising concerns about his leadership. The spurious and superficial charges made in the letters only corroborate the idea that the interim executive director intended to threaten and intimidate female staff and keep us from speaking further. This retaliatory behavior constitutes a violation of our rights under Title IX, both because we are already active participants in a Title IX investigation against the seminary, and because we raised concerns about the interim executive director and gender-based discrimination with an official of the seminary (the Ombuds) in May. Moreover, the seminary may have demonstrated willful negligence in allowing such letters to be issued against participants in an ongoing Title IX investigation.



From: Aimee Moiso amoiso@louisville-institute.org
Subject: Office schedule
Date: August 5, 2024 at 8:01 AM
To: Raymond Bonwell rbonwell@louisville-institute.org
Cc: [REDACTED]

I am requesting office hours of 9:30 - 4:30 Monday - Thursday this week. Additionally, in the interest of efficiency of my time and yours, I request that this schedule be presumed week to week unless I have reason to request otherwise.

Aimee

Rev. Aimee Moiso, PhD
Associate Director
Louisville Institute

From: Raymond Bonwell rbonwell@louisville-institute.org
Subject: Re: Office schedule [APPROVED THIS WEEK]
Date: August 5, 2024 at 11:58 AM
To: Aimee Moiso amoiso@louisville-institute.org

RB

Aimee,

I anticipate in the near future (next week?) that "presumed week to week" schedules may be adopted.

If there is some future planning that you need to do now, I welcome those inquiries.

With thanks,
Raymond

On Mon, Aug 5, 2024 at 11:38 AM Aimee Moiso <amoiso@louisville-institute.org> wrote:

What is the purpose of taking things one week at a time? Why are we not able to plan further ahead?

Rev. Aimee Moiso, PhD (*she/her*)
Associate Director
Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798
www.louisville-institute.org

**Because we work flexible schedules, you may receive messages from us outside of the regular business day. Please feel free to reply during your working hours.*

On Aug 5, 2024, at 11:27 AM, Raymond Bonwell <rbonwell@louisville-institute.org> wrote:

Aimee,

The purpose of the week to week requests is I am asking we still take things one week at a time (per my original response, appended below).

Further questions welcomed,

Raymond

On Mon, Aug 5, 2024 at 10:41 AM Aimee Moiso <amoiso@louisville-institute.org> wrote:

Questions welcomed,

What is the purpose of the week-to-week requests?

Rev. Aimee Moiso, PhD (*she/her*)
Associate Director
Louisville Institute
1044 Alta Vista Road
Louisville, KY 40205-1798
www.louisville-institute.org

**Because we work flexible schedules, you may receive messages from us outside of the regular business day. Please feel free to reply during your working hours.*

----- Forwarded message -----

From: **Raymond Bonwell** <rbonwell@louisville-institute.org>
Date: Mon, Aug 5, 2024 at 10:30 AM
Subject: Re: Office schedule [APPROVED THIS WEEK]
To: Aimee Moiso <amoiso@louisville-institute.org>

Aimee,

Thank you for your request for this week, which is approved.

I am asking we still take things one week at a time; and, I anticipate in the near future (next week?) that "presumed week to week" schedules may be adopted.

And should there ever be an emergency and you need to leave, by all means please just go where you're needed, and send me a text / email while you're heading out.

Questions welcomed,
Raymond

From: Andrew J. Stone Porter astoneporter@bellarmine.edu 
Subject: LI Staff Support Letter

Date: August 2, 2024 at 12:33 PM

To: [REDACTED] Aimee Moiso amoiso@louisville-institute.org, [REDACTED]
[REDACTED] rbonwell@louisville-institute.org, [REDACTED] apomerville@lpts.edu



Dear Aimee, [REDACTED]

Greetings! I imagine that you are already at work planning the next round of VTE gatherings. In that vein, I write on behalf of a group of fellows to share a token of our affirmation of your work at Louisville Institute.

At the concluding VTE gathering in May, a number of us were reflecting on how much we deeply value your leadership and care during these past years. We wanted to share this letter with you because we want you to know how much you're appreciated, and also let you know that on June 26 we expressed that support to the Board and to the interim executive director.

We also want to clarify that the idea for this letter arose organically through conversations between LI fellows, without any knowledge or input from the staff of its existence or contents. As we state within, our intention is simply to express our gratitude.

Best, Andrew

Andrew Stone Porter, Ph.D.
Visiting Assistant Professor of Theology and Religious Studies
Louisville Institute Fellow
Bellarmine University
astoneporter@bellarmine.edu
andrewstoneporter.com
Pronouns: he/him/his

LI Staff Support Letter
.pdf



Dear Board of the Louisville Institute,

We write to you as a group of theological educators who have participated in the Louisville Institute Doctoral and/or Postdoctoral Fellowship and the corresponding Vocation of the Theological Educator (VTE) Gatherings during the past year (or two years). We write with the sole purpose of affirming the excellent and gifted staff of LI who have so enriched our personal and professional lives: Aimee Moiso, [REDACTED]

Those of us who are completing our second fellowship year have now experienced four Executive Directors during our time with the Louisville Institute. We thank and affirm Edwin Aponte, Gerardo Martí, Edwin Hernández, and Raymond Bonwell for their work and wish in no way to diminish their leadership or performance as Executive and Interim Executive Directors. Still, cycling through constant leadership change is inevitably disorienting, presenting challenges for maintaining a steady institutional voice and growth toward fulfilling the organizational mission. We wish you to know that, nevertheless, we have experienced the constant, dedicated leadership of Aimee, [REDACTED] throughout our time as fellows. In different ways, each of them embodies and deepens the mission of the Louisville Institute to forge bridges between the church, the academy, and the larger communities in which we live.

They do so by organizing stellar gatherings of fellows many times each year; steering the application process for LI's many fellowship and grant programs; orienting new fellows and interfacing with their institutions; accompanying them through the logistics of institutional placement; and in countless other ways. The staff have also served as advocates for us when conflicts and challenges have arisen with our institutional placements. In each and every interaction with Aimee, [REDACTED], they have demonstrated their dedication to the Institute, its mission, and to each of us both professionally and personally.

Thus we write to thank the LI staff—and also to ask that the Board in turn show to them its appreciation for their having steered the ship of this Institute for the past two-plus years. We suggest that the Board might consider a variety of ways to express its appreciation including financial compensation and organizational promotion. We recognize that it is important for the Institute to have an Executive Director and that, traditionally, the role of an Executive Director is to be the forward-facing institutional presence including fundraising, outreach, networking, and the like. That said, the work of the Institute—the missional work—has been done, and done exceptionally well, by the staff. We hope that as the Board looks to the future of the Institute it will take care of the people who have shepherded the Institute through tumultuous times with incredible dexterity, care, and commitment. Too often in our churches, organizations, and broader society, the work that women do is not equally valued, esteemed, and compensated. And so we have written today simply to affirm our appreciation and admiration for Aimee, [REDACTED] [REDACTED], and to ask that you join us in celebrating them.

Warmly,

Louisville Institute Doctoral and Postdoctoral Fellows and Mentors

Courtney Ariel Bowden
Jenn Carlier
Emilie Casey
Rachel Contos
Dongho Han
Daniella Hobbs
Christine J. Hong
Isaac Horwedel
Tomeka Jacobs
Rosy Kandathil
Shandon Klein
Shauna Kubossek
Kevin Lazarus
Michael Brandon McCormack
Fady Mekhael
Allison Norton
Emanuel Padilla
Victoria Slabinski
Andrew Stone Porter
Eric Thomas
Stephen Di Trolio
Adam Vander Tuig
Tamisha A. Tyler
Yajenlemla
Nelly Wamaitha
Janiece Williams
Joshua Zentner-Barrett