Members Present: Mark Howe, Jonathan Parker, Daniel Skubik, Bruce Stokes, Calvin Sparkman, Jackie Gonzalez, Amy Stumpf, Phil Martinez

1. The meeting was opened with prayer by Dr. Parker

2. Minutes from the October 4, 2002 meeting were reviewed and approved.

3. It was agreed that a subcommittee would be formed to document the enrollment forecasting process. This subcommittee will consist of Calvin Sparkman, Doug Wible, Amy Stumpf and Gail Ronveaux. This subcommittee’s draft plan will be submitted to Kent Dacus for eventual submission to this committee and the Executive Council.

4. Mr. Sparkman and Mrs. Gonzales will verify and develop data that supports the claim that there have been no mid-year reductions. A chart will be prepared and inserted. Once the data is gathered it will be decided if a chart or narrative (or both) provide a better description.

5. Regarding developing a working capital reserve, the chart will have the operating budget amounts reviewed.

6. It was agreed that a contingency plan needs to be finalized and put into the evidence room so a link can be placed to it from this section.

7. Regarding the section on investment policies, Mr. Sparkman will provide the document to Mr. Martinez for placement in the evidence room and to provide a link to the document. He will also find examples of its use to add to the narrative. The paragraph that starts “Progress in the areas of financial management and resource stability….” will be placed at the end of the mid-year reductions section.

8. The section on resource allocation percentages comparison should have current data added to the chart.

9. It was determined that the financial ratio’s presented did not address the issues outlined in the Team Report.

10. In the Library acquisition budget section the description needs to specifically explain that the situation was one of over-budgeting. Mrs. Gonzales will provide supporting data in a chart format.
11. In the Information Technology section, it was agreed that more comparative data is needed. Showing percent of increase of IT staff compared to all staff might be helpful. Scott Tracy will be contacted to add narrative if applicable.

12. Regarding faculty computer workstations, Mr. Sparkman will adjust this section.

13. The deferred maintenance survey will be obtained in electronic form or scanned into an Adobe file to be included in the evidence room.

14. Mr. Howe agreed to work on the “Where do we go from here” section with an eye toward the new standards.

15. The next meeting was scheduled for Monday, November 18th at 2:00 p.m.

16. The meeting was adjourned at 3:55 p.m.