
INTEROFFICE MEMORANDUM

TO: PLANNING COMMITTEE MEMBERS
FROM: JONAS ANDREW FOIT
SUBJECT: SUMMARY OF MEETING; 11/14/03
DATE: MARCH 2, 2004

The meeting was called to order at 3:10pm by Dr. Jean Scott. The meeting began with Dr. Scott's announcement that next week's meeting (November 21) is cancelled and no meeting will be held during the week of Thanksgiving. Our next and final meeting of the semester will be December 5.

Dan Bryant reported to the committee that all budget requests (with very few exceptions) have been received. Increases in such fixed costs as utilities, workers' comp, reaccreditation costs and deferred maintenance will automatically increase the base budget of the College. In addition to these costs, Bryant reviewed requests from information technology for positions, for updating labs, for funding Datatel license fees, and for a new fiber ring; from the Career Center for the restoration of an internship coordinator; and from a variety of areas for increases in operating budgets and compensation. In light of the College's emphasis on diversity, there was also discussion of hiring a minority recruiter. The Committee reviewed a variety of priorities and voted that compensation increases which are tied to quality in the short and long term, and technology, should be the highest budget priorities. There was also an understanding that the resources of the College are limited by the need to keep tuition increases in a very manageable range.

The discussion turned toward the library and its internal review. The library was praised for the work it did to assess itself using national standards as part of the review, and for the high marks it achieved in the process. In spite of its limited resources, the library only failed to achieve high marks in two areas, one was "offering a truly comprehensive collection and completed runs of journal titles." The ongoing space needs of the library, and its struggle with water problems in the basement led to a discussion of the long-term vision for the library? What can/needs to be done during the next campaign to attract library donors? A space consultant has been identified to analyze the utilization of current space before we begin to make recommendations on library additions/renovations.

Meeting adjourned at 4:45 p.m.

Respectfully submitted, Jonas Andrew Foit