
INTEROFFICE MEMORANDUM

TO: PLANNING COMMITTEE MEMBERS
FROM: PENNY ROSE
SUBJECT: MEETING SUMMARY 10/24/03

The meeting was called to order by Dr. Jean Scott. Thirteen members: Bryant, Conte, Craig, DeWine, Foit, Freeman, Golden, Lazorik, O'Donnell, Radford, Scott, Steinhagen, and Vickers were in attendance. Scott explained the meeting would have a three-part agenda and that the extension of the strategic plan would be covered over the course of the next few weeks.

The committee began the review of administrative reports with the Office of Student Financial Services

The committee found the report extremely informative and recommended to the Director of Financial Aid that financial aid policy related to the substitution of loans for grants should be made as clear as possible to faculty members and others who work with students and hear those concerns from upperclassmen. The office's efforts to provide good customer service are appreciated, and the committee recommends that the office continue to monitor its success in that area.

The next unit to be reviewed was the Records Office. The committee recognized the strides that have been made under the current leadership, congratulated the department on the timeliness of the audit; and expressed pleasure with the amount of benchmark data provided from other colleges and associations. The committee also recognized the trade-offs with a part time registrar in terms of what can and cannot be accomplished, especially in the area of on-line registration.

Bryant led discussion on the budget priorities for 2004-2005. Copies of the planning and candidate priorities were distributed. He explained that the "Budget Advisory Group" had met and will meet again in the middle of November. Budget requests by each department are to be turned in by November 7. The top five planning priorities from 2003-2004 were built into the base of this operating budget. Ten possible priorities for next year were listed. Bryant asked that each committee member think about the budget priorities prior to next week's meeting.

Scott concluded the meeting by asking the group to review the vision statement and the goals of the extension to the strategic plan she submitted, as well as the document DeWine sent out. The committee will spend the first hour at next week's meeting discussing the extension to the strategic plan.