Thursday, September 15, 2011
2-3:30
Room HC171

Meeting Summary

Attendance:

Present: Michael Irvine, Marshall Northcott, Maridel Barr, Raemond Bergstrom-Wood, Frank Crosby, Jeff Cady, Maula Allen, Mary Sage

Absent: Jeannie Langinger, Bob Balestreri.

Agenda Items:

- Agenda and September 8, 2011 minutes approved.
- Questions and agenda from the interview structure/content/procedure group were discussed and edited slightly as follows:
- The criteria team presented a tentative group of criteria with substantial edits and a scoring suggestion. After much discussion it was decided that each committee member would review each firm and use his/her own scoring system referring to the suggested focal points and be able to provide a ranking order of the firms at the end of the process.
- It was also brought up a committee member that it would be useful to have someone from outside the committee take detailed notes during the interview process to be referred to later to aid in making the final ranking.
- It was also suggested that someone should greet the members of each team as they arrived.

Meeting adjourned at 3:30PM