Thursday, September 8, 2011
2-3:30
Room AC108

Meeting Summary

Attendance:

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

Absent: Bob Balestreri, Mary Sage

Agenda Items:

- Agenda and September 1, 2011 minutes approved.
- Al Harrison suggested that the committee not to send questions in advance to the firms proposing to write our Technology Plan. After some discussion the committee agreed. We decided to conduct interviews on September 22 and 29 and extend our meeting times, interviewing two firms each day and provide our final ranking of the firms on that day.
- We created two teams from within our committee to prepare for the upcoming interviews:
  - The first will deal with the structure of the interview and refine interview content, procedure and schedule.
  - The second will discuss criteria and develop a rubric for scoring and comparing each firm during and following the interviews.

The results from the efforts of these groups will be brought forth in the September 15 meeting so that the committee can make final decisions in preparation for the interviews on September 22.

Team 1:
- Marshall Northcott
- Frank Crosby
- Raemond Bergstrom-Wood
- Jeannie Langinger

Team 2:
- Al Harrison
- Maridel Barr
- Jeff Cady

Meeting adjourned at 3:30PM
- Maula Allen