

UNIVERSITY of
NORTHERN COLORADO



Financial Services

MEMORANDUM

TO: NCA Criterion Four Committee
FROM: Michelle Quinn
DATE: March 12, 2003
RE: March 11th Meeting Minutes

- Members present: Michelle Quinn, Becky Barnes, Bob Hetzel, Sue Kent, Jennifer Rasmuson, Helen Reed, Stephanie Torrez, Gardiner Tucker
- Members absent: Sharon Clinebell, Jennifer Griffin
- After a slow start, Drs. Bob and Sue have redeemed themselves and became the first sub group to submit their draft report. Good Job!! (See attached)
- Sub-group A (Becky and Sharon) will submit their draft report to Jennifer by March 14th.
- Sub-group B (Gardiner and Jen) will submit their draft report to Jennifer by March 21st.
- Sub-group C (Helen and Stephanie) will submit their draft report to Jennifer by March 26th.
- When all draft reports have been received and merged, a copy will be distributed to the Criterion 4 committee for their thorough review.
- The March 25th meeting has been canceled and rescheduled to April 1st, 1-3 p.m. in Carter 1001.