

UNIVERSITY of
NORTHERN COLORADO



Financial Services

M E M O R A N D U M

TO: NCA Criterion Four Committee

FROM: Michelle Quinn

DATE: February 14, 2003

RE: February 11th Meeting Minutes

- Members present: Michelle Quinn, Becky Barnes, Sharon, Clinebell, Jennifer Griffin, Bob Hetzel, Sue Kent, Jennifer Rasmuson, Helen Reed, Stephanie Torrez, Gardner Tucker
- Members absent: NA
- Discussed the report format. Committee members were provided a draft report format to begin preparing their individual sections.
- Reviewed sub-criterion A. Discussed important information and possible missing data.
- Reviewed sub-criterion B. Discussed important information and possible missing data.
- Reviewed information included in the "Other" section. Recategorized applicable information into the proper sub-criterion.
- Requested final matrix information to be sent to Jennifer Rasmuson by Monday, February 17, 2003.
- Sub-criteria C and D will be discussed at the February, 25th meeting.