

**Business Affairs Subcommittee of the  
Council on University Planning and Budget  
April 4, 2014  
8:30 a.m. - 12:00 noon  
Booth Library, Room 4440**

**Notes**

Submitted by: David Emmerich

Present: Kathleen Shank(convener), David Emmerich(minutes), Tim Zimmer, Melissa Gordon, Pat Early, Pam Naragon, Cynthia Nichols, Bill Weber(guest)

- Committee convened at 8:30 am in Booth Library 4440
- Between 8:30 until end of meeting, committee typed up the document that was to be provided to CUPB for the 2:00pm meeting utilizing projector so all could see collectively
- Committee agreed to put document on projector at CUPB so all could follow along as we presented, since it was expected to have a pretty full room
- Committee agreed to review opportunities for the next CUPB meeting, by email
- David Emmerich agreed to print out the 30 copies of recommendations for CUPB and have them at 2:00pm
- Committee dismissed at approximately 12:30pm