1) **Review notes from 5/6/2013 meeting**
   a. Notes could not be accepted as quorum was not present for this meeting.
   b. Update template titles
   c. organization survey
   d. Discuss buckets

2) **Update the Template Titles**
   a. Titles of categories have changed.
      i. There are now 4 categories instead of 5 criteria.
         1. Mandated / not mandated
         2. Importance
         3. Quality
         4. Cost effectiveness
         5. Other

3) **Training**
   a. Since the deadline has been moved, the group is planning to do training during the first week of June, on or after June 3.
   b. Training will be done for PEMSA, Administration & Finance, Academic Affairs, and University Advancement.
   c. There should be at least one person from each subcommittee at the training sessions.

4) **Discussion on Buckets**
   a. The initial ideas are:
      i. Enhance support
         1. Enhance to make the service more distinctive
         2. Consider additional support to improve quality / efficiency
         3. Review this service further for ways to improve quality and/or efficiency
      ii. Maintain support at current level
      iii. Phase out / eliminate / reconsider / consolidate
   b. There was discussion about including a reduction bucket.
i. The idea is to re-label the buckets where the third would be “reduce/reconsider/consolidate” and the fourth bucket would be “Phase out/eliminate.”

c. The rating score will not be directly related to the bucket recommendation.
d. There was discussion about adding a space for a written note of justification for the task groups’ recommendations.
   i. The group favored this idea.
e. A suggestion was made to distinguish which action the third bucket recommends since there are a few options.
f. There are now 4 main bucket categories:
   i. Enhance support
   ii. Maintain support
   iii. Reduce / reconsider / consolidate
   iv. Eliminate

5) **Next Meeting**
   a. During the next meeting, the group will make a decision on the topics discussed today.