

MEMORANDUM

Date: December 2, 2015
TO: Budget and Administrative Committee Members
FROM: Joseph Harrington, Chair
SUBJECT: **Budget and Administrative Meeting on December 2, 2015**

Meeting Date: Wednesday, December 2, 2015
Meeting Time: 2:00-3:00 p.m.
Meeting Location: Physical Sciences Building, room 445

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of *October 14, 2015***
4. **Announcements and Recognition of Guests**
5. **Old Business**

None.
6. **New Business**
 - Report from Joe Harrington on Facilities Improvement Working Group visit and subsequent discussions with FI-related personnel.
 - Initial presentation by the UCF Library on proposal to use overhead to fund subscriptions and acquisitions.
7. **Adjournment**