

Memo

To: Mr. Aubrey Patterson
From: Kelly Riley, Policy Liaison
Date: January 3, 2002
Subject: Power Point Presentation for Monday's Summit

I have attached the Power Point briefing for Monday's 10:30 a.m. session during which you and the Governor will present *Building Opportunity in Mississippi through Higher Education* to Summit participants. I am also attaching the final agenda for the day.

Rich Novak has reviewed the presentation. I have included suggested talking notes/talking points at the bottom of each slide, but you do not have to use these. They are only suggestions. These talking points will not be visible on the screen and they are for your reference only.

Rich has suggested that you and Governor Musgrove open the 10:30 session with some general, at-large comments regarding the Steering Committee's work and the process utilized to develop the report. You will then start the briefing (I will be running the projector and the computer) and present slides 1-7. Governor Musgrove will present slides 8-15 and then you will both make general closing comments. After your closing comments, one of you should recognize Commissioner Tom Layzell for the first of a few comments from various Steering Committee members. Rich will have the final order of comments from these Steering Committee members ready for you at Monday's 9:00 a.m. meeting of the Steering Committee.

As far as the Power Point presentation, I will be happy to meet with you early Monday morning to run through the slides. Basically, the slide title will appear, then the first bullet will appear, then the second bullet, etc. You can simply nod your head or wave your hand to indicate that I should advance to the next bullet or the next slide. Please let me know if you would like to run through the slide show Monday morning and at what time.

Please do not hesitate to contact me either at work (601-359-2528) or at home this weekend (601-898-7834) if you have any questions or require any additional information. Thank you.