

EVERGREEN

THE EVERGREEN STATE COLLEGE
Facilities Services

DATE: December 2, 2008

TO: Space Management Committee

Sheryl Dorney
Wendy Endress
Sharon Goodman
Sharon Harrison
Ken Tabbutt
Steve Trotter
Patti Zimmerman

FROM: Paul Smith

RE: Space Management Meeting 12/4/08

The following is the agenda for our next Space Management meeting:

- 1. Introductions**
- 2. Approval of Minutes**
- 3. Scheduling of Library Conference Rooms** (Patti Zimmerman)
- 4. Summer Conferences 2009** (Sheryl Dorney)
- 5. Space Efficiency Study**
- 6. Other Items: All**