

EVERGREEN

THE EVERGREEN STATE COLLEGE
Facilities Services

DATE: October 7, 2009

TO: Space Management Committee

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

FROM: Paul Smith

RE: Space Management Retreat 10/15/09

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

1. **Introductions**
2. **Discuss 2009-11 Capital Projects and 2009-19 Capital Plan** – Paul
3. **Discuss 2011-13 Possible Capital Projects and 2011-21 Capital Plan. We will need to make recommendations to the VP's regarding priority of work on all renovations, new construction projects. (Please review the 2009-19 Capital Plan and the Facilities Master Plan)** – Paul and Ken
4. **Space Utilization Report from 08-09 SY** – Patti and Kirk Knittle
5. **Comprehensive Space Study – begin discussion, establish intermediate objectives and dates** – Ken
6. **Space Usage Policy status** – Patti
7. **Small Repair and Improvement Project Schedule for 09-10** – Paul
8. **Capital Projects timeline for 9-11 projects and 11-13 projects** – Paul
9. **The future of L4300 space: catering and event reservation** – Sharon
10. **Other areas/space issues that members want to discuss** –