

EVERGREEN

THE EVERGREEN STATE COLLEGE
Facilities Services

DATE: December 3, 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 Meeting 12/17/09

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

- 1. Introductions and Approval of Minutes**
- 2. L1405 as a temporary office for Banner HR Project Manager** (Tony Alfonso)
- 3. Space Scheduling Prioritization and Problems**
- 4. Space Efficiency Survey Questions** (Steve Trotter)
- 5. Other Items**