

EVERGREEN

THE EVERGREEN STATE COLLEGE
Facilities Services

DATE: September 2, 2008

TO: Space Management Committee

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

FROM: Paul Smith (absent)

RE: Space Management Meeting 9/04/08

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

- 1. Introductions**
- 2. Approval of Minutes**
- 3. Espresso Cart Lab I** (Craig Ward and Sharron Goodman)
- 4. Conference Services 2009** (Sheryl Dorney)
- 5. Staff/Faculty Lounge** (Kirk Knittle)
- 6. Other Items: All**

I won't be in attendance of the September 4th meeting due to another commitment that I have to keep. Kirk will be attending for me. However, I do need to ask the group to consider allowing us to use the L 3501 lounge (located just off the mezzanine and next door to Art's office) as the surge space for the Staff/Faculty lounge during the CAB renovations. The space would be designated for this purpose from March 2009 through late summer 2010. The space would be the best location considering food service will be in the Library building during the CAB renovations. The alternative to using this space as the temporary Staff/Faculty lounge is to use a new classroom on the first or second floor of A-wing. Space scheduling has asked that we not do this.

Patti