

EVERGREEN

THE EVERGREEN STATE COLLEGE Facilities Services

DATE: January 6, 2010

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 1/7/10

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

- 1. Introductions and Approval of Minutes**
- 2. Space Efficiency Survey Questions** (Steve Trotter)
- 3. Space Usage Policy-List of Events** (Paul Smith)
- 4. Other Items**