

AGENDA Facilities Council Meeting

Date of Meeting March 11, 2008
Time of Meeting 3:00 - 4:50 p.m.
Meeting place Center, Room 407

Chair Margaret Robertson

Recorder _____

Attendees: Janet Anderson Bob Mention
 Bob Baldwin Jonathan Morton
 Denise Brinkman Stephen Pruch
 Dawn DeWolf Margaret Robertson
 Albert Gauché Susan Tatar
 Jennifer Hayward Nadine Wilkes
 Dave Willis

Guests:

Person	Time	Topic	Action or Decision	Action Items
all	2	Agree on agenda; select recorder	Decision	
all	1	Approve minutes	Decision	
all	1	Announcements	Information	
ST, MR	5	Subgroup reports - Space Assignment	Information	
MR	15	Master plan - process and typical components	Information	
all	30	- Facilities Council role	Decision	
MR	5	Design guidelines - work done to date	Information	
all	2	Suggested agenda items	Discussion	
--		Subgroup meetings	--	

Next Meeting:

Date April 8, 2008
Time 3:00-4:50 p.m.

Decisions, 2007-08:

Date	Topic	Decision
10/23/08	Membership	Sustainability coordinator will be a member by position.
11/13/08	Membership	Voluntary representative of Safety Committee will be a member by position.
02/12/08	Master plan	FC will participate in master plan. First step will be to develop outline of components

Action Items, 2007-08:

Complete by	Person	Task
02/26/08	Each member	List process steps, components to include in master plan. Together: Develop outline.