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SAC : Meeting minutes : 2014 : 11 : 03

Nelson Poynter Memorial Library. Space Allocation Committee.

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**Space Allocation Committee
Meeting Minutes
November 3, 2014, 2:30 p.m.**

Present: Tina Neville, Deb Henry, Patricia Pettijohn, Camielle Swenson, Otis Wilder
Guest: Dean Hixson

The meeting began with Dean Hixson providing an overview of the new charge and answering questions from the committee members.

All agreed that an Issue 6 (suggestions for soundproofing) should be added to the new charge.

The remainder of the meeting was spent organizing our next steps and starting to assign tasks (see below).

Action items:

- Begin a Google document to record information for the external design consultant (Tina)
- Ongoing—add needs and questions to the external design consultant Google doc (All)
- Share the Steelcase POY 218 design/quote (Otis)
- Count green striped chairs for disposal (Deb)
- Obtain a copy of the multicultural center plan (Tina)
- Get permissions for new members to the shared folder on the X drive (Tina)
- Share previous student surveys regarding space with new members (Tina)

Next meeting:

Wednesday, November 19, 2014 at 3:00 p.m., Library conference room.

Tentative agenda:

1. Approve minutes
2. Discuss 218 and next steps
3. Discuss chair inventory—make assignment for one person to organize and begin a prioritized list for replacements

Meeting was adjourned at 3:15 p.m.