Mission Hall Building Committee
06/19/2017

Mary Norton, Adrian Miu, Bruce Wintroub, Bob Hiatt, Cristina Morrison, Susan Rubin, Dixie Horning, Karin Wong, Peggy Ghertner

1. Review reconfiguration principles
2. Space request process
	1. Slide 8: space requests for additional seats
	2. Space request principles
3. Flow Chart and important dates
	1. Parts 1, 2 and 3
	2. Complete private office conversion during the winter holiday when it’s quiet on campus. Includes adding acoustical treatments in the town center, door sweeps for the huddle and focus rooms and leveling technology in the huddle rooms. Reorientation of the workstations and furniture solutions.
	3. What is the timeline for getting baseline counts on the work stations? Campus planning will submit on June 30 to the groups and departments will respond with any additional needs by July 31.
4. Scenarios (slide 13)
5. Need to have conversation with Bob, Mary Norton, Donna, Chuck and other Cancer Center folks to justify scenario A or B. OB prefers scenario A. Rationale from OB – they have worked within the principles and parameters that accommodate growth within their space.
6. DECISION: Recommendation A with rationale. Need to have Chuck Ryan and Alan Ashworth weigh in, as well as Donna.
7. ACTION: write for Bob elements of decision so Bob can send to Donna Ferriero, Alan Ashworth and Chuck Ryan to get agreement.