

***Associate Deans-Support Unit Administrators
Space and Projects Working Group
Meeting Minutes***

May 2, 2019
1:00 pm
ARTS228

Members Present: Jennifer Aceves, Joe Alexander, Michael Allen, Ken Chapman, Patrick Doyle, Holly Ferguson, Mike Guzzi, Kate McCarthy, Mike Magrey, Ryan Patten, Steve Robinow, Seema Sehrawat, Debbie Summers, Sara Trechter, Tom Ussery, Karen vonBargen, Jed Wyrick

Members Absent: Sharon Barrios, Jessica Bourne, Dave Hassenzahl, Larry Maligie, Jennifer Mays, Patrick Newell, Tom Rosenow, Clare Van Ness

Guests: None

- 1) Call to Order – 1:04
- 2) Approval of Minutes from 04.18.19 - minutes were approved
- 3) New Business
 - a) Discussion Items
 - i) BUTE/PHSC Messaging Plan
 - (1) The draft message to be sent to campus was reviewed and discussed at length. Modifications were made. Roles were discussed. This draft will be given to the Provost this afternoon to present at the Executive Committee meeting tomorrow morning.
 - ii) Summer 2020 Project Call Reminder – due to time constraints, this was tabled until the next meeting
 - iii) PEWAF Process – due to time constraints, this was tabled until the next meeting
 - iv) Scheduling Update – due to time constraints, this was tabled until the next meeting
- 4) Announcements - none
- 5) Adjournment – 2:00

Upcoming Dates:

- Meeting – 05.16.19 – 1:00 pm – ARTS228
- Meeting – 05.30.19 – 1:00 pm – ARTS228
- Meeting – 06.13.19 – 1:00 pm – ARTS228
- Meeting – 06.27.19 – 1:00 pm – ARTS228