### Administrative Excellence Work Team Agenda

**Classroom Space Utilization**

**Wednesday May 16, 2012  12:30 – 3:30 pm  (Week 19)**

**Room 145 Education**

**Attendees:**
Phillip Braithwaite, Rebecca Brauer, Chris Bruhn, Alice Gustafson (Team Lead), Nancy Kujak-Ford, Ed McGlinn, Scott Owczarek, Angela Pakes Ahlman, Doug Rose, Ken Shapiro, Peter Rubow (Huron)
Invited Guests: Scott Friedman (Huron), Dan Koetke
Subject Matter Expert: Craig Benson

#### ----- AGENDA -----

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
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<tbody>
<tr>
<td><strong>Welcome and Agenda Review</strong></td>
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<tr>
<td>• Today’s goal: Presentation ppt preparation</td>
<td>Peter</td>
<td>5 Minutes</td>
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<td><strong>Presentation:</strong></td>
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<td>• Finalize Power Point</td>
<td>All</td>
<td>~ 3 hours w/break</td>
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Next Meetings:

- May 17 – Advisory Committee (10 am  260 Bascom)
- May 23 – Capture Advisory Committee Feedback
  Prep for Steering Committee
- June 5 – Steering Committee (12:30 pm  260 Bascom)
- June 11 – Celebration 4 pm Union South
- June 18 – Web Chat (11 am)
- June 20 – Campus Forum (10 am)