



Office of the Provost and Vice President for Academic Affairs

July 24, 2017

MEMORANDUM

TO: Ruthanne Thompson, Associate Professor, Biology
John Quintanilla, Professor & Associate Dean, Mathematics & College of Science
Nancy Stockdale, Associate Professor, History
Mike Richmond, Professor & Chair, Chemistry
Stephanie Hawkins, Associate Professor, English
Wendy Watson, Sr. Lecturer, Political Science
Judi Bradetich, Sr. Lecturer, Education Psychology
Brandi Levingston, Sr. Lecturer, Disabilities & Addiction Rehabilitation
Christy Crutsinger, Vice Provost, Academic Affairs
Lynn McCreary, Registrar
Patrick Pluscht, Associate Vice Provost, CLEAR
Dave Reynolds, Associate Vice President, Facilities
Darlene Callahan, Director, Space Management & Planning
Cheryl Benningfield, IT Manager III, Space Management & Planning

FROM: Dr. Jennifer Cowley, Provost

A handwritten signature in black ink, appearing to read 'J. Cowley', is placed over the name in the 'FROM' line.

RE: New Classroom/Class Lab Building Committee

Please accept this invitation to serve on the programming and design team for the new Classroom/Class Lab Building. You have been identified as a valuable member of this team based on your experiences and expertise in teaching and leadership. This Committee will be responsible for determining the number, size, and types of classrooms and class laboratories to be housed in this new facility. These responsibilities also include drafting the RFQ for Architectural and Engineering (A&E) firms, participating in short-listing firms and the interview process, and making recommendations to the Administration for review and final decision.

The commitment for this Committee will encompass both fall and spring semesters with the goal of construction beginning summer 2018. I anticipate that the initial meeting will take place early September and the Committee's work will conclude in May. The Office of Space Management and Planning will be in contact with you soon to establish the meeting schedule.

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