

## PROJECT DOCUMENTATION

**PROJECT:** Grinnell College  
Noyce Science Center Phase II  
Grinnell Iowa

**COMMISSION NO.:** 14233-4  
**DATE:** September 12, 2000

**DESCRIPTION:** A meeting to review the needs of the Science Support Staff as part of Phase II of the Science Center was held at Grinnell College on September 6, 2000.

**PARTICIPANTS:**

Vicki Wade	Science Support Staff
Carol Elliott	Science Support Staff
Stephanie Peterson	Science Support Staff
Karen Thomson	Science Support Staff
Dennis Vovos	Holabird & Root
Ernest Wagner	Holabird & Root

**DISTRIBUTION:** Vicki Wade  
Chris Harrison-Weitz Co.  
Rick Heinz-RFD  
Lee Tapper

### ITEM ACTION

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- 1.0 It was agreed to combine the Math/CS/Psychology staff support (Karen Thomson) with the rest of the science support staff into one centralized space. This would allow an alternate use for the space currently occupied by the Math/CS/Psychology departmental office.
- 2.0 Adding Math/CS/Psychology support to the existing science office space will require the addition of the following space:
  - 2.1 Additional faculty mail boxes
  - 2.2 An additional copier
  - 2.3 Two additional workstations
- 3.0 Space for the storage of manuals accessible to the faculty but hidden from view is desirable.
- 4.0 Some storage space currently located in the Math/CS/Psychology departmental office can be stored remote from the office staff.
- 5.0 Use of the existing staff lounge as overflow from the Math Learning Center was discussed. No objections were raised.
- 6.0 If the current location of the support office is to be maintained, a logical place for expansion is into the physics museum curator's office.

The preceding notes constitute Holabird & Root's understanding of the matters addressed. If your understanding

differs, please notify Dennis Vovos within five working days of your receipt of this document.

**HOLABIRD&ROOT LLP**

Dennis Vovos  
Project Manager

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