

**MEMO**

**Date:** September 14, 2015

**To:** Roundtable

**From:** Tram Vo-Kumamoto, VP of Instruction

**Re:** **2118 Milvia Street User Group Development - Roundtable Update 9/14/15**

The following folks have volunteered to be on the User Group:

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| Fabián | Banga | Faculty |
| Antonio | Barreiro | Administrator |
| Ramona | Butler | Staff |
| Sam | Gillette | Faculty |
| Roberto | Gonzalez | Staff |
| Dolores | Harshaw | Staff |
| Ari | Krupnick | Faculty |
| Chris | Lebo-Planos | Faculty |
| Jennifer | Lenahan | Staff |
| Jenny | Lowood | Faculty |
| Carolyn | Martin | Faculty |
| Jasmine | Martinez | Staff |
| Linda | McAllister | Faculty |
| Sabrina | Nelson | Faculty |
| Laura | Ruberto | Faculty |
| Thomas | Torres-Gil | Staff |

**Committee composition will be:**

3 faculty, 3 staff (1 of which is the stationary engineer), 2 students and 3 administrators

**Meetings will be on:**

* Wednesdays from 3-5 pm. Representatives will need to be available.
* An initial meeting to discuss roles and responsibilities is tentatively scheduled for 9/30/15.

**User group membership confirmation:**

User group will be firmed on 9/16/15 at the Leadership meeting along with the Faculty & Classified Senates and Student Government leadership. Email to campus will follow shortly after the committee has been firmed.