

DATE: August 23, 1979

TO : Patte Wood
CCRMA

FROM : Sydney Burkhart
Humanities and Sciences

SUBJECT: Furniture Requirements for CCRMA

Dear Patte:

This is in response to your memorandum of August 14th concerning CCRMA's furniture needs. I believe the basic needs of CCRMA can be met with the furniture that will remain in the D. C. Power Building after SAIL moves to Margaret Jacks Hall. The specific items that will be available will be identified after Hersche Allen and Betty Scott make their decisions on what furniture is to be moved to Margaret Jacks.

I was very surprised by the magnitude of your request--you must not assume the CCRMA can expand into all office space vacated by SAIL. It is not the policy of the Dean's Office to provide office space for volunteer staff, interested friends, or to assign second offices to faculty and staff except when essential to the programs in which they are involved. Office space will, of course, be provided for John Chowning and Leland Smith, student research assistants, and other staff employees of the Computer Music programs.

Within the next few days, I will be in touch with you and Loren Rush to arrange a meeting for the purpose of defining the office and laboratory requirements of CCRMA. This meeting will include Susan Schofield and John Planting. In the meantime, if you have any questions, please feel free to call me.

Sincerely,

xc: H. Allen
R. Buckhout
J. Chowning
A. Cohen
L. Earnest ✓
J. Planting
L. Rush
S. Schofield
B. Scott