

**FACILITIES PLANNING COMMITTEE
May 24, 2017**

Meeting Summary

Present: James Kuromiya, Sara McKinnon, Maridel Barr, Klaus Christiansen, Trevor Bjorklund. Absent: Vickie Lamke, Greg Nelson, David Zec.

Agenda

TOPIC	DESCRIPTION	TIME	CATEGORY:
1. Intro, agenda	Approve agenda & previous minutes	5 min	Action
2. Group	Program Review	50 min	Discussion
3. Closing	Confirm next meeting date(s) if indicated by group	5 min	Action

Introductions

The agenda and minutes were approved.

Program Review

World Languages: In FA215, the computer is on the floor, which is very awkward, they need a podium. This can be a request for Media Services on a track-it for a stand-up podium. They also requested a portable white board. The group discussed whether VS6, will be prepared for use since there are two whiteboards to be installed there and it's being used to store chairs from Fusselman Hall. Otherwise, refer to Inst. Equipment Committee for purchase of a whiteboard. LC20 also poses problems because of a column situated in the room. The teaching podium and projector is set-up in an awkward manner and they would like the room re-arranged to increase the viewing from the projector. This may mean moving the white board and teacher podium. This should be a combo of school dude and track-it request. We will send finished program review to PRAC for review in the fall.

Next meeting date: No meetings until Fall, TBD, 4th Wednesday from 2:00-3:00 pm.