



**Facilities Council  
November 14, 2017  
Burns Hall 3<sup>rd</sup> Floor Board Room  
Meeting Minutes**

**Members Present:** Debi Buckley, Brandon Massey, Eric Smith, Jason Degn, Jack Thompson

**Members Absent:** Dr. Ricky Tompkins, Jim Lay, Carol Cooper

**Guests:** Dena Stone

The meeting was called to order at 10:08 a.m. by Debi Buckley.

**Action Items**

The Facilities Council received these facilities modification requests:

**Center for Health Professions**

- I. Brenda Meyer – Director of Policy - requested a modification in the Center for Health Professions.
  - 3032 – Assignment of the unoccupied office as federal work study space.

Work space is needed for a federal work study student who will assist with archiving policy. Room 3032 is currently unoccupied. The group discussed the request and temporarily assigned the room. Jason Degn told the group that a computer will be added to the office.

*Jason Degn made a motion to approve the request for assignment of CHP 3032 as a work study space on a temporary basis. The assignment is valid through the end of the spring 2018 semester. The request must be resubmitted for consideration*

*each semester. Jack Thompson seconded the motion. Debi Buckley called the question to vote. Vote: approved unanimously.*

### **Melba Shewmaker National Child Protection Training Center**

- II. Todd Glass – Administrative Analyst to the VP for Finance & Administration – requests modifications in the Melba Shewmaker National Child Protection Training Center.

Removal of the judge's benches located in rooms 1007, 1010, 1037, and 1039.

The judge's benches are rarely used due to low attendance for training programs. Removal of the benches would allow flexibility for programming, especially additional classroom space. Estimates to remove the benches are approximately \$3,200 for labor and \$500 for painting and wall repairs. Debi Buckley shared information about removing the benches with College Cabinet without objections.

*Dena Stone made a motion to remove the judge's benches located in NCPTC 1007, 1010, 1037, and 1030. Jack Thompson seconded the motion. Debi Buckley called the question to vote. Vote: approved unanimously.*

The meeting was adjourned at 10:27 a.m.  
Recorded by Todd Glass