November 2nd, LPOG agenda and meeting minutes

Agenda

- Next steps in furniture discussion (we have the architect's recommendations in hand and have discussed furniture with Chris Coulter and Rick Greene).
- Space request process now live and approved by the Dean. We'll quickly look at the form on the LPOG page and answer questions.
- Update on technology in the rooms, discuss training for said technology.

Furniture
- Gilly (one of the architects) will be here on 11/27 to talk about furniture with a group from the Library and Rick Greene. The aim of the meeting will be to decide what else needs to be ordered to finish up furniture in the building.
- Rick Greene has been painstakingly inventorying furniture in the building to figure out what we have, what was ordered that shouldn't have been, what should have been ordered and wasn't, etc. He's going to work on offices next, now that he's done with the public spaces.
  - The net right now is that we're missing about 50 chairs and 8 large tables. Other furniture is here but is the wrong type.
- We reviewed the handful of recommendations from the architects during their last visit – most of these have already been done.
- We'll try to make sure people can attend the 11/27 meeting to represent their interests, *but just in case, we recommend talking to Jenn beforehand so she knows all the items to address.*

Space Request Process
- Now live on the LPOG website https://www.coloradocollege.edu/other/lpog
- Noted that we need to add a field to the form for the person to specify his or her name – Chad made that change.
- Next step is a wider email announcement to Library Partners with a target date for a "first round" of 11/15.

Update on Technology in Rooms
- LVW believes they will meet their original projection of being 100% complete (including the room schedulers) by the beginning of Block 4.
- We reviewed a spreadsheet of which rooms are totally complete, which are physically complete but need programming, and which are still in process physically (only about 6 rooms).
- Chad confirmed that the Solutions Center will be the first point of contact for issues.
- Chad will organize some training sessions in block 4

Miscellaneous
- LPOG leadership will soon discuss the digital signage throughout the building and how that will work going forward (right now, they are just using the feed from Worner Desk).
- Universal acclaim for the art that is up so far and a desire to see even more – thanks, Polly!
- Art from the old building is wrapped up in brown paper and stored in Packard basement
- Jane will organize a debriefing meeting with faculty who have taught in the building – targeting block 5 so we can debrief the whole first semester.