



OPERATIONS TEAM Minutes
SC106
TUESDAY, Oct. 14, 2014

Attendees: M. Acevedo, D. Bertolino, J. Bickford, L. Brand, J. Caron, T. Favara, D. Gingerella, C. Goodwin, R. Haskell, G. Hatem, M. Hearn, M. Leavitt, M. Lucey, S. McDermot, L. Meccouri, G. Moriarty, C. Phair, S. Shain, L. Smerdon, R. Sommers, G. Young, S. Cate

TOPICS DISCUSSED:

420 Common St. Update: Functioning classrooms are located on 3rd floor. Several colleges are interested in partnering with us for the second floor. The first floor grand opening is scheduled on Nov. 6 at 5:00 pm – a basic ribbon-cutting ceremony for Eastern Bank and Follett. Napolitano Pizzeria and bar is open to the general public on nights and weekends – a part of the mayor’s plan to bring economic development to area.

Events at college: The fifth annual Cross Border Business Expo will take place Oct. 23 from 4:00 to 7:00 pm. Boston Bruin’s Rick Middleton will be signing autographs.

Voters from Haverhill’s Ward 4, Precinct 2 will be on campus to vote in the November 4th elections.

Dimitry: Plans for ADA improvements and window& siding replacements are about 90% prepared. The Project can be ready to start approximately 2 months after funding is approved by DCAMM. As of right now, that funding is not available but NECC is working with DCAMM to try and fund it in either FY15 or FY16.

Spurk: Architects have provided drawings and cost estimates. The Project is projected to start construction in July of 2016. David noted that the renovations on both Spurk and Dimitry buildings cannot take place at the same time, as too many classrooms would be affected, along with very disruptive work conditions.

Video Conferencing: With divisions meeting on both campuses, two solutions are being investigated – a portable Polycom system and a stationary system.

Conference Room / Event Scheduling: 25Live should be used to its full extent. When requesting a room, also include request for resources. (IT Support, set-up / breakdown of furniture, food.) Please note: 48 hours advance notice is needed for resources to be supplied to a meeting.

Contractors: At time, rooms have not been cleaned properly. Cleaning service has a contract with specific criteria that they need to meet. Linda Hudson and Allie Gagne need to be informed of room, date, and time if cleaning is unsatisfactory or incomplete.

TC103: Regarding complaints and concerns about odors, the facilities team is working diligently to resolve this issue. An environmental service will test air quality in that space. The use of ceiling fans or dehumidifiers may be an option. Also, it was noted that the carpet is 10 years old.

IT Updates: Brief demonstrations are being planned for several applications. Michelle Jackson will be sending out invitations. People are encouraged to participate and give their feedback.

Open Enrollment: Enrollment in the flexible spending plan is due Dec. 5th.

Guest Parking Spaces: This will be a challenge. There needs to be a balance between the needs of students, faculty, staff and visitors. It was noted that many of the visitors are also donors or guest speakers so we need to make them feel welcome. It was noted that the OT’s input is valuable since everyone has a different perspective on this and other matters.

Respectfully submitted,
Linda Buckley
October 20, 2014