



**Operations Team Meeting Minutes
Student Center SC106
April 7, 2015**

Attendees: L. Smerdon, C. Phair , G. Moriarty, A. Gagne, M. Lucey, C. Ross, A. Hislop, E. Greenslade, D. Bertolino, R. Haskell, D. Brown, Mike Hearn, S. McDermot, G. Moriarty, M. Leavitt, L. Buckley, R. Sommers, G. Hatem, J. Bickford, T. Favara, M. Delvecchio, G. Young, D. Gingerella

Spurk Renovation Swing Space

David Gingerella stated that we do not have additional money for the swing space, however, there is a good possibility of acquiring it. Discussion was had about where to reconfigure space for 35 classrooms and 40 offices if the Spurk building is taken offline. Nothing definite has been decided. Everyone is being given the opportunity to express their concerns or questions to Clayton Ross and Sharon McDermot at daily meetings that will be held in the Pailles Conference room the week of April 6th. The deadline for decisions to be made will be the end of the month.

David agreed to speak at the next Student Senate meeting, since they should have a say in the design of the B Building. David reiterated that the Spurk Renovations had been a college priority before Lane became president and getting this accomplished is a top priority. He encouraged the team to accentuate the long-term positive effect this will have on the college.

Live Disaster Exercise, June 1, 2015 In addition to asking the Operations Team to filter down information about this exercise, the following means will be used to make people aware: Broadcast email, dynamic signage, an Observer article, flyers, division meetings, and suggestions from our marketing group. David stated that this exercise is mainly to give the first responders, public safety, and key players an opportunity to work together. A comprehensive Request for Proposal was submitted through a bidding process, in which 7 different companies responded. Because it was awarded to EIS, there will not be any change in our public safety personnel for another five years.

Unified Digital Campus-Single Sign Jeff discussed recent changes: centralized data for the college which allows us to log in once and then have access to multiple systems with single sign-on. Grace Young noted that unless a student is registered, the student can't have access to the systems. A newly registered student needs to return in a week in order to access the systems. Jeff is working on resolving this inconvenience.

PI/PCI/PHI Compliance: Jeff noted that the college is monitoring people's emails, in order to prevent damage due to people sending financial information which may trip certain parameters and cause databases to be locked. David feels the bigger issue is the need for the college to be proactive - to remind people of the policy regarding the use of college email.

Grace Young stated that the temperature of her office in El Hefni was 83 degrees and asked that the temperature be regulated more successfully. David stated that the equipment was very sophisticated and the programming has been tweaked so much, it has to be brought back to the original setting in order to resolve this problem. It was noted that in other buildings, electric heat is very difficult to control, so alternatives to remedy this problem are being investigated.

Respectfully submitted:
Linda Buckley

Date: April 13, 2015