



OPERATIONS TEAM Minutes
TUESDAY, Sept. 16, 2014

Attendees: D. Bertolino, J. Bickford, L. Brand, A. Gagne, E. Greenslade, R. Haskell, G. Hatem, M. Hearn, M. Lucey, D. McAskill, S. McDermot, L. Meccouri, G. Moriarty, C. Phair, L. Smerdon, M. Acevedo, D. Gingerella, L. Buckley

Space Issues: Space needed for adjunct faculty and also for students with medical needs. -Looking for permanent space, since current space cannot accommodate a wheel chair. Room E153 may be available for sharing.

Locked drop-off box: needed in each building in Lawrence for evaluations.

Requests for room changes at 25Live: Not an immediate room change needed, but rather minor circumstances need to be addressed, such as getting a computer, whiteboard, adjusting temperature. Recommendation made to implement a form for such occasions.

Clery Act: Video shown. Program to be rolled out in October. Federally unfunded mandate to report crime statistics; added a new amendment "violence against women." Request to train people as campus safety authorities (CSA's). Letter going out with Clery background history and how to identify possible CSA's. This is very serious, can affect us financial aid-wise. Need feedback from cabinet, senior management, and others who may have access to all rooms, such as computer lab, help-desk. Need to report all incidents. Other issues - Closing time for all buildings is at 11:00pm. All need to leave. Could be an issue waiting to happen. Also, 420 Common is a public building – may not know people entering.

420 Common Update: Soft opening on Oct. 1st. All inspections completed. Some elevator issues, due to common problem of 6-week backorder of elevator parts.

Update on Spurk Building: Committee meets with DCAMM bi-weekly, concentrating on air quality, sanitation issues, bathrooms, and brickwork. No reconfiguration of classrooms. Lecture hall updates are being discussed. Cost of renovating entire building: \$30 million; we have only \$6 or \$7 million. Starting date appears to be July 2016.

Update on Single Sign-in: Slated to happen by January, Systems being upgraded simultaneously: 25Live, Starfish, Academic Works initiated, Degree works, CAS, Blackboard integration, Database, and Flexridge.

Rave: An emergency alert system – Blackboard connect - on behalf of 24 state colleges - save \$1,000 a year for a 5-year contract – No one at college is authorized to sign a contract except David and Lane. Discussion is being had to have Rick Haskell share responsibility. Negotiated by PACE consortium to save money. Question was raised - why negotiating with one contractor? In fact, this is against state law. New system because PACE negotiated contract.

Blackboard Connect: We are allowing the public to use the alert system by subscribing to emergency alerts. Would like to send the link out to Operations Committee, have you subscribe, and let me know how your experience was.

Xogo Tech: Focusing exclusively on community colleges. Aggregator of all information - data dictionary. Accomplishing increase in re-enrollments. Lots of pluses. A few videos and White papers will be sent to group. 15 min overview of program - would like to get more demonstrations set up.

Contracts: Change process for procurement contracts? Should go through Beth Donovan before signing. New program, COMMBUYS training, held by attorney general. You may get questioned to do paperwork a little differently. State has changed the procedure to do procurement.

420 Common items: Official grand opening Nov. 6, 5:00 pm; Air conditioning at 420 has been improved. Saving spaces for dignitaries and events needs to be explored. Plenty of parking in garage. Use of shuttles discussed.