



**Operations Team Meeting Minutes
Student Center SC106, September 1, 2015**

Attendees: D. Bertolino, D. Brown, L. Buckley, A. Gagne, D. Gingerella, R. Haskell, M. Hearn, M. Leavitt, M. Lucey, S. McDermot, L. Meccouri, S. Shain, L. Smerdon, D. Soares-Timas, G. Young,

Spurk Renovation Update:

A Powerpoint presentation will be distributed to identify key things that are happening during the construction process. Also, a forum will be scheduled in early October from 12:00 to 2:00 at the Tech Center in order to keep the college community informed. David emphasized that if anyone hears anything that is surprising, please refer questions only to David or Maggie. The following construction changes were noted:

- National Grid: All lights on the Haverhill campus will be replaced with more efficient LED lighting. Work will be done from 2:00 pm to 2:00 am, causing as little disruption as possible. The contact people will be Clayton Ross and Sharon McDermot. The lighting renovation will cost \$1.3 million with National Grid paying half in rebates and the remaining cost paid by an interest-free loan paid back by the resulting savings to the college.
- Concrete steps on campus have been repaired.
- A new generator was installed in the pump house so that the other generators on campus can be used to support more areas in the event of emergencies.
- Library building: Importance of accurately naming space was noted: lower level is the first floor, street or ground is second, and upper floor is third. MIS was relocated to first floor; book stacks on third floor relocated to second; open computer lab, client services offices, and librarian offices will be located on third floor, along with a new computer classroom.
- B Building: student lounge will be relocated to first floor at the middle entrance of E.
- D Building: Deferred maintenance will be performed, sound proofing will be added to gym, D129 will be insulated, and women's locker rooms will be renovated and upgraded.
- E building: the marketing area will be reutilized as classrooms since Marketing is moving to Opportunity Works (OW), hopefully during spring. Entire lower level of OW will be utilized with construction starting mid-September or early October. Upon completion of renovation, Marketing will return to second floor of B, opposite Finance and HR. Reprographics will move across the hall in E building to their permanent space. Sheriff's Dept. will move to Rooms E160 and 163.
- Tech Center: PK-12 partnerships have been relocated to Rm. L001, Dimitry Bldg., Public Safety is located in TC122 with Events Dept. in rear of TC122, and Jitters relocated outside TC103A&B during renovation.
- Student Center: Emergency door exit will be installed on second floor, above SC109. This project is more costly than anticipated, with cost amounting to \$50K to \$75K and a longer completion time of three weeks. IR has information that is proprietary, therefore the door will be alarmed in case someone pushes it.

Grace Young expressed concern about computers in the common area on the second floor of Student Center and about Public Safety locking doors in a timely manner. It was noted that more signs are needed to inform all that security cameras will be in operation. David reminded all of the tight budget with declining enrollment and an increased operating budget. It was noted that DCAMM money cannot supplement the operating budget.

Linda Meccouri noted that a new employee orientation was being revamped with a more efficient pilot program to begin Sept. 23rd. An orientation seminar will be followed by a one-day program during a 4 to 5 week time-frame.

Vaporizing cigarettes: Questions regarding their use were referred to Human Resources.

Dogs on Campus: It was noted that there will be no change in policy regarding this issue.

Respectfully submitted by Linda Buckley

Date: 09/04/15

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