

**Operations Team Meeting Minutes
Student Center SC106, November 3, 2015**

Attendees: D. Bertolino, J. Bickford, D. Brown, L. Buckley, A. Gagne, D. Gingerella, C. Goodwin, E. Greenslade, R. Haskell, M. Hearn, M. Leavitt, M. Lucey, D. McAskill, S. McDermot, M. Palermo, C. Ross, S. Shain, R. Sommers, W. Shaffer, G. Young,

Swing Space:

The Library basement construction is 99.99% completed. People will be moving into the top floor during spring break. The space is aesthetically appealing and will provide for more utilization than in the past.

Buildings B & E construction will be starting during the Thanksgiving break.

Two new storage buildings, 40' x 60', providing storage for theater and other areas, are on order and will be located in the vicinity of the facilities building.

The Opportunity Works (OW) build-out will begin soon. This space, which will house 8 classrooms, Marketing, CIT, and the Observer, has an expected completion date of May 15th.

The D building will have soundproofing work done in order to better recapture space there.

In Lawrence, construction has begun in order to provide for the Professional Development's move in the winter.

Spurk:

The final design work, in its last phase and on budget, will allow the building to function in much the same way, but significantly more comfortable. Lecture Hall A will have three aisles, providing easier access and allow for greater usage.

Other Concerns:

David noted that at a recent Student Affairs meeting, it was brought to his attention that some Safety Emergency Notices on doors were missing. In the event that a space is reclaimed, please notify Maggie Lucey so that the sheet can be posted.

David reminded all that the Spring semester will be a very busy time, as people will be relocated when space is available.

Banners for Building A:

Michael Hearn provided handouts that depicted banners that will be hung on the Library and the Sport and Fitness Building. The uniformity of designs for banners on campus is being investigated.

Murals in Spurk Building:

It was noted that murals painted on the wall can be digitized for archival. Since the entire building will be repainted, Academic Affairs and Student Affairs will need to decide what to do with any murals and banners.

Heating Temperature Control at the Tech Center: This problem seems to have been improved, with the replacement of a defected valve and air handler diagnostics, resulting in air stabilization in the building. In the function rooms, the circulation of air on a more frequent basis and carpet cleaning each quarter has greatly improved the air quality.

Strategic Planning: Wendy Shaffer encouraged everyone to attend a SOAR forum, since 5 to 7 goals will be determined from this data in a draft presented at the January Convocation. Higher Ed will approve all strategic measured planning by the spring time. David noted that the recruitment and retention issues are intertwined in these goals and will be a driving force for the budget; therefore everyone's input is necessary.

Homeland Security, See Something, Say Something: The importance for public safety and being aware and vigilant of your surroundings was the focus of a handout and video presented by Maggie Lucey. It was noted that the electronic bulletin board may be utilized for this purpose.

Web Browsers and Online Services at NECC: Jeff Bickford is investigating ways to improve communication relating to Browsers and online services and welcomed everyone's input. Jeff also reviewed MOAT (Managed Online Awareness and Trust) and noted the need to expand the use of the system in the next few months, as there are currently only two policies managed by it (Information Security Program & State Ethics) and there are many more policies that we are legally obligated to manage as well. The Compliance Committee is working on a plan to incorporate these.