

Operations Team Meeting Minutes
Student Center SC106, December 1, 2015

Attendees: M. Acevedo, D. Bertolino, D. Brown, R. Brown, L. Buckley, T. Favara, A. Gagne, D. Gingerella, C. Goodwin, E. Greenslade, R. Haskell, M. Hearn, M. Leavitt, M. Lucey, D. McAskill, S. McDermot, L. Meccouri, Ross, C. S. Shain, R. Sommers, G. Young,

Enrollment:

David Gingerella reminded all that it was everyone's responsibility to make the enrollment process as positive as possible, by answering any questions and encouraging students to re-enroll.

Swing Space:

Rich Sommers provided a quick update concerning the gym renovations, which include painting and flooring work to be completed on Dec. 23rd. Installation of new sound reducing gym panels should be completed during spring break. All banners are temporarily being removed prior to installation of the new acoustic panels.

Two large 22' high metal buildings, located near the facilities building, will be used for storage of equipment from the Spurk building. Following completion of Spurk, they will be used for Facilities, Athletics, and Theater group equipment storage.

Sharon McDermot is working on the layout of CIT, Observer, and Marketing groups at Opportunity Works. Ernie Greenslade and two members of the Marketing group will be located in the A building.

Clayton Ross informed the Team that the Library renovations are on track, to be completed by January 2nd.

Renovation work is being done on the first floor of Buildings B&E. Externally, holes are being excavated for the heating and cooling unit foundation pads. This work will not be disruptive, since it is scheduled during the off-hours.

Tree work on hanging limbs of a Willow tree has been completed at the far end of the Bentley Library parking lot.

A new dumpster, provided by a more efficient and less costly disposal service, is located in the parking lot.

Lawrence Campus:

Rich Brown informed the Team that the Center of Professional Development (CPD), the first group to move out of the Spurk building, will move to the first floor of Dimitry. Boxes will be provided by Clayton and Rich Sommers for storage and for moving to new locations. Renovations at Riverwalk include new flooring and painting in the reception area which will be completed over the break.

25Live:

All classrooms in Opportunity Works (OW) and B Building will be added to 25Live. There will be one conference room on the first floor of the B Building. A smaller conference room at OW will be available on 25Live. The Pailes room is off-line during the Spurk renovations. When back on-line, it will become two conference rooms.

Atomic Learning:

Melba Acevedo and Linda Meccouri presented Atomic Learning, a 24/7 individualized learning platform to which the college subscribes as part of their efforts to address the needs of employees at NECC. With your employee ID, you may log into Atomic learning and find training programs addressing technical computer programs, conflict resolution, communication, presentation skills, resume writing, preparing for job interviews and many other skills based programs. Anyone with an NECC ID can log in and start taking "classes." You may earn "certificates" for each program you complete as part of your professional development.

Building A Security:

There was concern that doors are being left unlocked by contractors. An effort will be made to correct this situation and emphasize the need to secure the building when contractors leave for the day.

Building A Stair Signage (Lower Level): It was noted that there is a lack of signage on the lower level next to the elevator, informing people where to exit in case of an emergency. This information will be forwarded to the Signage Committee.

Respectfully submitted by Linda Buckley

December 17, 2015