



**OPERATIONS TEAM Minutes  
TUESDAY, May 13, 2014**

- ❖ **Impact Committee Charter** Our committee charter is currently undergoing revisions, the most recent revised copy was handed out to all members. Members were asked to make changes and give critiques of the last version and send to Erin Columbare by Thursday. A sub-committee made up of Maggie Lucey, Linda Shea, Sharon McDermot and Erin Columbare was created to revise the charter based on those changes. That final draft of the charter will be brought to the next meeting for approval.
- ❖ **Committee Website** Erin Columbare is currently working with Andrea McPherson-Mesa from MARCOM on creating a committee webpage. The website will be modeled after the Goal Team 1 website. It will include meeting dates, past agendas, meeting minutes, and an e-mail address/comments section where faculty and staff can send comments, concerns, critiques, and questions they may have for the committee. These comments will be read at the start of every meeting and discussed.
- ❖ **Committee Name Change** It was decided at the May 13, 2014 meeting to change the name of the committee from the *Impact/Space Committee* to the *Operations Team*. All future minutes, agendas and publications will reflect this name change.
- ❖ **Other Business/Issues**
  - \*The El Hefni parking lot is now open, with a ribbon cutting to be held in the future. The new lot has 65 spaces, 4 of which are visitor spots, 3 are handicap. The net gain is 58 new parking spots.
  - \*Electronic signage is being included in the budget package that is going before the Board of Trustees on June 4.
  - \*Spurk elevator repairs will be starting on June 1, 2014. The elevator will be down for the entire month of June. 4 Classrooms will also be taken offline. Classrooms will adjust accordingly for students who are not able to access the upper floors due to disability, ect...
  - \*Questions were raised about if the city of Lawrence would be doing repairs to the sidewalks. A staff member has fallen and was injured due to the poor state of these sidewalks. Martha Leavitt said that the city has been asked about this and they do not have any plans to make these repairs, as they do not have the money for them. The college has also asked businesses in the area about fixing the sidewalks and with the exception of Wendys, who has already done work on the sidewalks, the rest have said no.