



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

Attendees: C. Phair, L. Smerdon, M. Acevedo, G. Moriarty, A. Gagne, M. Lucey, C. Ross, A. Hislop, E. Greenslade, D. Bertolino, C. Phair, C. Goodwin, R. Haskell, D. Brown, M. Hearn, S. McDermot, G. Moriarty, M. Leavitt, B. Williamson, Steve Cate, L. Buckley, R. Sommers, G. Hatem, J. Bickford, J. Caron, C. Goodwin, L. Smerdon, S. Shain, T. Favara, L. Brand, M. Palermo, D. Gingerella (Guest)

Update of Spurk Renovation: Two things that David Gingerella has requested that come out of today's meeting is flexibility and understanding. We are trying to come up with a reasonable way to rebuild the most used building at the college in a way that allows us to continue to operate and end up with a finished product that we can be happy with. Since 1970, the building hasn't had a major update. This is a great project, people are committed to it, we ask for input as best as we can. Offices will have to be moved to temporary rooms. Other option is to put many trailers on campus, which would be extremely expensive and would cause so many problems.

Suggestion of DCAM: DCAM has stated that, in their professional opinion, to renovate in stages will be much more disruptive. They are concerned about the dust and other problems it may cause. They are asking us to consider taking the building offline. This may mean taking the building offline in June of 2016 and back in late July or August of 2017.

Renovation of Other Areas on Campus: If no money is spent on trailers, we can recapture spaces – such as the basement of B, E, buildings and the Bentley Library. We are trying to minimize outside rentals; however we may have to rent a warehouse to store desks, etc.

Room reservations for Next Year: Plan as usual, but some changes may have to be made.

Private Room: This is needed for breast feeding Moms and others with medical needs, such as insulin dependence. This need will be addressed both in the short-term and long-term basis on both campuses.

Lighting on the Lawrence Campus: It was noted that the lighting in parts of the Lawrence campus is very dim at night. David asked if there are areas that you are concerned about, send him an email and he will forward to facilities. Similar areas were improved with lighting – such as outside of the Amesbury St. building, the Dimitry building, the parking lot opposite the library, and between the Spurk building and the Tech Center. It was noted that the Buckley garage is due for 100K lighting renovation. We are partners with the City of Lawrence and plans are being made to improve lighting, sidewalks, etc. with the Alleyway project, slated to start in the spring. Maggie Lucey reminded people that there is an escort service, whereby the security personnel would be happy to escort anyone who is concerned for their safety.

Reminder: The actual public safety exercise is scheduled for June 1st.

Phones: Michael Hearn informed us that the phones in the A building are more red than blue. This matter will be researched and updated next meeting. In Lawrence, there is a public safety officer in each building.

Air quality: This continues to be a challenge in some buildings. An environmental health engineering assessment noted that the odor issue in TC103 A&B was partially attributed to the carpet and the use of food in the space. Since the odor is not toxic and the carpet is in good shape, we are looking at improving air movement that may help the situation. We will try to clean the carpet more often and may change to a tiled flooring when the carpet needs replacing.

David thanked everyone for being understanding of all the snow removal inconvenience and thanked the Facilities personnel for all their efforts.

Respectfully submitted by Linda Buckley

Date: March 16, 2015