



**OPERATIONS TEAM Minutes
TUESDAY, August 19, 2014**

- ❖ **Signage Group for Both Campuses/Maps Update:** There was no update at this meeting, however, team members were asked to keep thinking what can be done to better signage and maps around campus and to bring all ideas to future team meetings. We will need a small group/subcommittee to get together to work on updating the maps. It was also mentioned that the signage at 420 Common will be consistent (Bookstore, Sal's, Eastern Bank). The Mayor of Lawrence is also will also be working with the college on improvements for the Buckley garage (including signage)
- ❖ **P-Card Audit and Review Forms:** Donna Ashbrook came to speak with the group about P-cards. We currently have 62 cards active on campus, this number has jumped greatly from last year when there was only 23 active cards on campus. With the rise in p-cards, it is harder for Donna to keep track of transactions on all the cards, so she has started an audit and review process for all p-cards on campus. A letter will be sent out to random card holders being audited. Donna will give the card holder and supervisor a copy of the audit findings. This is being done to help everyone and the college as a whole stay in compliance, not to look for "wrong doings". Donna will be doing these audits twice a week. They will look into one card for 2 months worth of statements. The p-cards actually got \$14,000 returned to the college last year, just by making every day purchases using the cards. Using p-cards makes the most sense from an auditing perspective as we can track expenses better this way.
- ❖ **Facilities Update:**
 - **Tree Cutting** – Tree work is wrapping up on Wednesday. Cleaning up dead wood and overgrowth to get more natural lighting in. Dead wood is hanging over cars. They are also removing stumps. Replacement of trees will all depend on budget. Trees were planted incorrectly so they are declining throughout campus. Possible fund raising for new trees on campus.
 - **Brick Work** – Brick work is being done on the exteriors of the C and E building. They are replacing brick and mortar. The majority of the demo work will be done by Labor Day. Any other loud work will be done after hours or on weekends. This raises the question that can loud work be done during the school year.
 - **420 Common Street** – 420 Common Street will be totally redone (demo'ing overhangs, painting (matching the orange color from El-Hefni), front of building being redone. The bank and pub will also be finished. Soft opening for September 8.
- ❖ **Other Issues:**
 - The issue of lack of representation from other areas was brought to the meeting. The bulk of the information and meeting agenda items are coming from the office of Administration and Finance, when they should be coming

from all areas represented on the Team. Ideas such as giving department updates rather than agenda items and having monthly meetings rather than bi-weekly meetings. We don't want people thinking that they are not getting the information that they need.

- We have a new shipper/receiver position that started last week. He will also serve as the courier between the two campuses. He will be doing one pick up and drop off a day.
- The kitchen in the Tech center is 98% complete. It will now have a food warmer, fridge, and fast cycle dishwasher
- Maureen McGonagle has moved her office to Lawrence in the El-Hefni building
- Allison Gagne brought up issues of people moving items, such as chairs, out of rooms and not returning them. This poses an issue when Allison is scheduling rooms to people and they do not have enough chairs for the number of people. Is there some way we can mark the chairs to designate what room they are in so that people cannot take them out and in to other rooms?