



Operations Team Meeting Minutes Student Center SC106, August 4, 2015

Attendees: M. Lucey, R. Haskell, D. Brown, M. Hearn, S. McDermot, M. Leavitt, L. Buckley, J. Bickford, M. Delvecchio, G. Young, D. McAskill, A. Gagne, L. Meccouri, R. Sommers, G. Moriarty, D. Gingerella

Spurk Renovation Update: David Gingerella discussed the following construction updates in several buildings on campus:

Library: The MIS department has moved to the bottom floor of the Library. The TV studio on this floor has also been renovated. The book stacks on the third floor have been moved to the second floor to make room for a computer lab. The third floor Pailes Room will be divided into two rooms, one will be for faculty offices and the other will serve as a conference room.

Student Center: Grace Young recently brought to our attention that there was no way to exit the building from one end of the top floor of the Student Center. This will be remedied when an emergency door leading to a fire escape in this area is installed. Plans are to install the new exit during the FY16 Spring Break. Also, the IR department has moved from the third floor of the Library building to an area on the first floor of the Student Center.

Day Care Center: The day care center will stay where it is. Possible construction improvements will be made to provide the day care center with their own driveway entrance for pick up and drop off, but that will not happen for at least a year or two.

Building E: This building will now house the Sheriff's Academy, for training new recruits. Also, the bottom of the E building will now house the reprographics department.

C109 will be offline with Linda Meccouri moving to the day care center in Lawrence.

Tech Center: Jitters will be moving to the Tech Center during the Spurk renovations. It should be noted that the noise level will have to be monitored in consideration of the testing that takes place there.

Opportunity Works: Several classrooms, CItT, Marketing, and The Observer will move to Opportunity Works.

P-card chain of signatures: Grace Young asked about her role of approver of her direct report's P-card charges. Tillie Delvecchio confirmed that her role of supervisor includes reviewing and approving charges made to the p-card. Also noted was the fact that these charges should not replace ones that should go through the procurement department with a PO.

Signing up for Text Alerts for new students: Grace noted that it is an added task for new students to go to a new website to sign up for the Text Alerts. She suggested that an email be sent out making them aware of this new procedure. Jeff Bickford said that he would send out an email notification.

Lighting Improvements: The construction bid requests have been sent out, with the award to be given soon with construction beginning mid-September. All the lights on campus will be replaced by National Grid, which is paying \$700,000, half of the cost. The other half will be paid by the cost savings that we will incur with this improved lighting.

Parking Policy: The new policy will cost \$12.00 for everyone for one year, regardless of when they start the year.

El Hefni: Renovation has been completed with improvements made for the Financial Aid and Student Advisor offices. The Common Street lot is to be used as a turnover lot, rather than for the campus.

Respectfully submitted,
Linda Buckley

Date: August 26, 2015