

Meeting Minutes
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**Operations Planning Committee**

Date	Start	End	Next Meeting	Next Time	Prepared By	Dept
11/1/17	2:05pm	3:10pm	TBD	TBD	Allison Costa	Space Planning

Purpose	Location	Next Location	General Notes
Construction Update	Promenade, Suite M	TBD	
Move Update			
VOIP			
Committee Updates			

Attendees	Non-Attendees
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- Veronica Mendez (Division of Planning and Budget)  
 Ann Kovalchick (OIT)  
 Brian Powell (Division of Business and Administrative Services, HR)  
 Ed Klotzbier (Office of the Chancellor)  
 Mike McLeod (POPD)  
 Andy Boyd (BFSI)  
 Maggie Saunders (Space Planning)  
 Allison Costa (Space Planning)  
 Chou Her (Campus Police)

Item	Meeting Description	Resp	Status	Closed
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**01 - Old Business**

<b>Construction</b>	11/1/17 Per Fran - Tracking milestones, Chancellor's Holiday Event, and Ribbon Cutting. Construction work: installation of ceramic tile, painting, ceiling grid, casework underway, IDF's rack are set and cable being pulled, AT&T work installed, storefronts installed with glazing finishing up next week. Climatizing of the building begins this week.	Allison Costa (Space Planning)	Open	No
<b>Move Schedule</b>	11/1/17 Board agreed on a staggered approach to the move schedule across three weeks. Allows for staff to get settled in before the next waves of staff and IT HelpDesk to support in phases. Space Planning to email VCs and AVCs proposed schedule for feedback. Powell concerned that HRPC may prefer another date because of payroll timing.	Margaret Saunders (Space Planning)	Open	No

**02 - New Business**

<b>Staffing</b>	Security at Front Desk 11/1/17	Chou Her/Veronica Mendez (Campus Police)	Open	No
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Police currently have an open search for Community Security Officer for Housing. Will use search to add another person or two for staffing DCC front desk. Chief Her proposes pooling Community Security Officers between Housing and DCC, so there is always coverage.

Two times the \$35-40k salary for a CSO as opposed to \$125k for security service. Hours would be 7:30am to 6:00pm at DCC with the front door closed between 5-6pm so that the CSO could escort people to their vehicles. Expectation for Extension to cover the additional cost for service running until 10:00pm.

This would need to be rushed through HR to meet December deadline. December deadline would be to allow for necessary onboarding time.

The DCC Governance Board recommends two Community Security Officers to the Chancellor. Asking for Chancellor's Reserve for loaned FTE. McLeod has funding for one year but no FTE.

<i>Custodial</i>	11/1/17 Maintenance to be absorbed by Facilities budget.	Mike McLeod/Veronica Mendez	Open	No
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<b>Mail Service</b>	11/1/17 McLeod to investigate the US Mail Service direct delivery to DCC. Klotzbier raised concern of USPS mail being significantly delayed from Chancellor experience.	Mike McLeod (POPD)	Open	No
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<b>VoIP</b> <i>Phone Line Transfers</i>	11/1/17 The subject was porting landline telephones to Level 3. AT&T has to transfer within 30 days but there are many technical issues that may arise to restart the clock on the 30 days bringing it closer to a 30-90 day activity. Porting cannot begin until infrastructure is completed at beginning of December. Expectation to forward lines to new phone numbers during the portion period. Cost of \$204. Approved by Governance Board.	Ann Kovalchick (OIT)	Open	No
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<i>Equipment</i>	11/1/17 Early assumptions and budgeting put headsets at \$60/each. Requests are tracking way above budget. Savings accrued from AT&T landlines will be about \$11k. \$12,970.00 is the anticipated overage based on staff preference of equipment. The FF&E budget will not support \$12,970.00. Board decided to revisit the offering to each occupant proposing \$150 allowance per person towards the headphone of their choice only for individuals who currently have a landline. This funding strategy applies ONLY to those moving an active AT&T landline to VOIP service, which is Phase 1 of the DCC VOIP project. Changes budget overrun to approximately	Ann Kovalchick (OIT)	Open	No
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<b>Webinar</b>	11/1/17 DCC Webinar scheduled for 11/14 will be canceled until there is an update on parking.	Ed Klotzbier (Office of the Chancellor)	Open	No
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<b>AWS</b>	11/1/17 AWS program completed. Rollout to the community and training to follow.	Brian Powell (HR)	Open	No
<b>Recycling</b>	11/1/17 McLeod's group eliminating individual trash cans at desks. Needs to be communicated to building occupants.	Mike McLeod (POPD)	Open	No
<b>Ergonomics</b>	11/1/17 Not discussed.	Allison Costa (Space Planning)	Open	No
<b>Furniture</b>	11/1/17 Not discussed.	Allison Costa (Space Planning)	Open	No

### 03 - Activation Planning Committees

#### Security and Parking

<i>DCC Parking</i>	11/1/17 Michael Reese awaiting proposal from the City of Merced.	Mike McLeod (POPD)	Open	No
<i>Campus Parking for Offsite Staff</i>	11/1/17 Request for designated parking on campus for those who work offsite and have meetings on campus.	Mike McLeod (POPD)	Open	No

#### Operations Planning

11/1/17 Not discussed.	Maggie Saunders (Space Planning)	Open	No
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#### Arts and Culture

11/1/17 Not discussed.	Allison Costa (Space Planning)	Open	No
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### 09 - General

#### Vacations & Other Absences

11/1/17 Not discussed.	Allison Costa (Space Planning)	Open	No
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