

DCC Governance Board Meeting

Date	Start	End	Next Meeting	Next Time	Prepared By	Dept.
11/22/17	1:00pm	2:12pm	12/13/17	8:00am	Allison Costa	Space Planning

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

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

Item	Meeting Description	Resp	Status	Closed
01 - Old Business				

Construction	11/22/17 Not discussed.	Allison Costa (Space Planning)	Open	No
	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.			
Move Schedule	11/22/17 Waiting on one department confirmation and will distribute final move schedule next week.	Allison Costa (Space Planning)	Open	No
	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 wave 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.			
Staffing	11/22/17 Not discussed.	Chou Her (Campus Police) Veronica Mendez (Planning & Budget)	Open	No
	11/1/17 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			

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 (POPD) Veronica Mendez (Budget & Finance)	Closed	Yes
Mail Service	11/22/17 Not discussed.	Mike McLeod (POPD)	Open	No
	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.			
VoIP				
<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)	Closed	Yes
<i>Equipment</i>	11/22/17 OIT negotiated cost down and now headsets are only \$1,400.00 over budget. FF&E will absorb these costs. The \$109 headsets are now down to \$65/ea. Two more PO requests coming for FF&E issuing PO's.	Ann Kovalchick (OIT)	Open	No
	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 headhone 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 \$6k. Space Planning to review FF&E Budget to understand how/if this can be captured.

Webinar

<p>11/22/17 Not discussed.</p>	<p>Ed Klotzbier (Office of the Chancellor)</p>	<p>Open</p>	<p>No</p>
<p>11/1/17 DCC Webinar scheduled for 11/14 will be canceled until there is an update on parking.</p>			

AWS

<p>11/1/17 AWS program completed. Rollout to the community and training to follow.</p>	<p>Brian Powell (HR)</p>	<p>Closed</p>	<p>Yes</p>
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Recycling

<p>11/1/17 McLeod's group eliminating individual trash cans at desks. Needs to be communicated to building occupants.</p>	<p>Mike McLeod (POPD)</p>	<p>Closed</p>	<p>Yes</p>
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02 - New Business

Ergonomics

<p>11/22/17 Unless staff has medical documentation on file with HR (Jay Lomelli) keyboard trays and ergonomic chairs will not be brought to the new building. Staff will be asked to "live" in their new space for 30-60 days and then Cindi Zimmerman will bring in an ergonomist to assess staff in their new work environment. Within the first 30 days, Steelcase will be on site to work with staff to become familiar with their new workstations. All new desk chairs are ergonomic (lumbar support, adjustable height, adjustable arms, and on casters). After 30 days if their ergo assessment calls for return of their old chairs, it can be brought to them. For those with medical documentation Zimmerman and Lomelli to work with them prior to the move to ensure they are set up properly.</p> <p>11/1/17 Not discussed.</p>	<p>Allison Costa (Space Planning)</p>	<p>Open</p>	<p>No</p>
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Furniture

Signage at desks

<p>11/22/17 Name plates at each desk is preferred. Mendez recommends color coordinating them with neighborhoods. Costa to investigate if this is an option.</p>	<p>Allison Costa (Space Planning)</p>	<p>Open</p>	<p>No</p>
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Ordering additional workstations for departments

<p>11/22/17</p>	<p>Allison Costa (Space Planning)</p>	<p>Closed</p>	<p>Yes</p>
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Orders can be released in May for adding to workstations, so that departments can have installed at start of fiscal.

11/1/17
Not discussed.

03 - Activation Planning Committees

Security and Parking

DCC Parking

11/22/17
Powell spoke with Reese and confirmed a proposal is coming. Mike McLeod (POPD) Open No

11/1/17
Michael Reese awaiting proposal from the City of Merced.

Campus Parking for Offsite Staff

11/22/17
Not discussed. Mike McLeod (POPD) Open No

11/1/17
Request for designated parking on campus for those who work offsite and have meetings on campus.

Operations Planning

11/22/17
Proposal for room scheduling and guidelines reviewed. All conference rooms are available for scheduling in Outlook until the new scheduling and booking system comes online. Board requests two huddle rooms on the third floor, two huddle rooms on the second floor, and one huddle room on the first floor be available for scheduling as well. Maggie Saunders (Space Planning) Open No

11/1/17
Not discussed.

Arts and Culture

11/22/17
Committee has been working to draft a proposal for naming the conference rooms (nine total). Naming is being based on Past/Present/Future of campus and city of Merced. Aiming to have a formal proposal for review at the next Governance Board Meeting. Allison Costa (Space Planning) Open No

11/1/17
Not discussed.

09 - General

Vacations & Other Absences

11/22/17
Not discussed. Allison Costa (Space Planning) Open No

11/1/17
Not discussed.

