

DCC Governance Board Meeting

Date	Start	End	Next Meeting	Next Time	Prepared By	Dept.
12/13/17	8:00am	8:45am	1/4/18	10:00am	Sara Anastos	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) Ed Klotzbier (Office of the Chancellor) Maggie Saunders (Space Planning) Cindi Zimmerman (Human Resources) Richard Cummings (External Affairs) Karin Groth (TAPS)	Fran Telechea (Construction) Allison Costa (Space Planning)

Item	Meeting Description	Resp	Status	Closed
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01 - Old Business

Construction				
	12/13/17 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				
	12/13/17 Move schedule was distributed in the newsletter.	Allison Costa (Space Planning)	Closed	Yes
	11/1/17 Waiting on one department confirmation and will distribute final move schedule next week.			
Staffing				
<i>Security at Front Desk</i>				
	12/13/17 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 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.

Mail Service

<p>12/13/17 Not discussed.</p>	<p>Mike McLeod (POPD)</p>	<p>Open</p>	<p>No</p>
<p>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.</p>			

VoIP

Phone Line Transfers

<p>12/13/17 Not discussed</p>	<p>Ann Kovalchick (OIT)</p>	<p>Closed</p>	<p>Yes</p>
<p>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.</p>			

Equipment

<p>12/13/17 Not discussed</p>	<p>Ann Kovalchick (OIT)</p>	<p>Open</p>	<p>No</p>
<p>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.</p>			
<p>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 \$6k. Space Planning to review FF&E Budget to understand how/if this can be captured.</p>			

Webinar

<p>12/13/17 Webinar has been scheduled for January 10th.</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>			

02 - New Business

Ergonomics

<p>12/13/17 Staff will "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. Zimmermann and Lomeli will reach out to occupants with physician documentation prior to the move in and will write a general summary for all occupants in the DCC newsletter.</p>	<p>Allison Costa (Space Planning)</p>	<p>Closed</p>	<p>Yes</p>
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11/22/17
Unless staff has medical documentation on file with HR (Jay Lomeli) 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 Lomeli to work with them prior to the move to ensure they are set up properly.

11/1/17
Not discussed.

Furniture

Signage at desks

<p>12/13/17 Name plate mock up was approved. The department name will be confirmed prior to printing.</p>	<p>Allison Costa (Space Planning)</p>	<p>Closed</p>	<p>Yes</p>
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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.

03 - Activation Planning Committees

Security and Parking

DCC Parking

<p>12/13/17 Parking proposal includes 100 spaces in the parking garage (garage on the east side of DCC) and 30 spaces in the open lot across the street. No UCM permits will be issued for parking. Parking fees will not be charged for the spring but will be reassessed next fall. UCM Police will not patrol or issue parking citations. City will patrol lots to help with safety concerns.</p>	<p>Mike McLeod (POPD)</p>	<p>Open</p>	<p>No</p>
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11/1/17
Powell spoke with Reese and confirmed a proposal is coming.

<p><i>Campus Parking for Offsite Staff</i></p> <p>12/13/17 3 visitors spots will be reserved for guests in the open lot across the street from DCC.</p>	<p>Mike McLeod (POPD)</p>	<p>Open</p>	<p>No</p>
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11/1/17
Request for designated parking on campus for those who work offsite and have meetings on campus.

Operations Planning

12/13/17
Open office guidelines were reviewed and accepted. The Breakroom Cleanliness guidelines were accepted with modification. Modification was to include a specific timeframe for the regular cleaning of refrigerators in the breakroom and be prepared to assign individuals from each group to kitchen clean up if the voluntary approach does not work adequately.

Maggie Saunders
(Space Planning)

Open

No

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.

Arts and Culture

12/13/17
Conference naming proposal was accepted with two exception. Each floor will have past, present and future theme and Innovation will be substituted for Evolution as the name for one of the conference rooms.

Allison Costa

Open

No

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.

09 - General

Vacations & Other Absences

12/13/17
Not discussed.

Allison Costa
(Space Planning)

Open

No

11/22/17
Not discussed.