

Meeting Minutes

Operations Planning Committee

Date	Start	End	Next Meeting	Next Time	Prepared By	Dept
10/26/2017	2:00pm	3:00pm	11/21/2017	3:00pm	Allison Costa	Space Planning

Purpose	Location	Next Location	General Notes
Construction Update	Promenade, Suite M	Promenade, Suite M	
Furniture Update			
Move Update			
Arts & Culture Planning			

Attendees	Non-Attendees
Space Planning - Allison Costa	Space Planning - Sara Anastos
Executive Support Team - Joanie Leidich	Space Planning - Margaret Saunders
Procurement - Stephanie Zuniga	Communications - Jennifer Biancucci
Communications - Amy Lozano-Smith	Faculty - Maria DePrano
Communications - Richard Cummings	
Office of the Chancellor - Danielle Armedilla	
BFSI - Jessica Duffy	
Central Payroll Services - Wendy Fister	
IRDS - Jenna Allen	
Sponsored Project Services - Marcus Tucker	

Item	Meeting Description	Resp	Status	Closed
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01 - Update

Construction Update

10/26/2017	Allison Costa (Space Planning)	Open	No
Walls are being painted, carpet getting installed, and elevator cars currently going in.			

Furniture

10/26/2017	Allison Costa (Space Planning)	Closed	Yes
Furniture ordered. Prepping for storage order pending final department requests.			

Move

10/26/2017	Allison Costa (Space Planning)	Open	No
Moves begin first week of February.			

Tours

10/26/2017	Allison Costa (Space Planning)	Closed	Yes
Tours begin November 27th. Offered on Monday or Friday starting at 8am. One tour per			

day. Manager must request tour for unit/department. Not for individual signup. Closed toe shoes and no dresses. Hard hats and vests provided upon need. Note: there will be no access to the elevator and tour will consist of utilizing stairs.

02 - New Business

Introduction to Building and Furniture Finishes

10/26/2017

Introduce finish boards from architect and introduce fabric samples for furniture to allow committee to get a better understanding of the space.

Allison Costa
(Space Planning)

Open

No

Question as to whether the windows have LowE glass?
Shades present? Computer monitor glare protection?

Renaming the Neighborhoods

10/26/2017

Suggestion that as a form of team building, upon move-in, neighborhoods work together to rename their neighborhood.

Allison Costa
(Space Planning)

Closed

Yes

During the interim, neighborhoods will now be identified by the fabric color panel at workstations. Each neighborhood has its own defining fabric color.

Rotating Student Art Exhibit

10/26/2017

Dedicated space for a rotating student artwork exhibit. Need to establish guidelines for use. Concern is who would curate the space. Request that space be a uniform setup with permanent signage that allows an paper insert to be placed into sign. Look to SSM Gallery as example.

Allison Costa
(Space Planning)

Open

No

Conference Room Naming

10/26/2017

Naming the conference rooms. Two large and one medium per floor.

Allison Costa
(Space Planning)

Open

No

Looking to capture the Past, Present, and Future of UC Merced, per floor.

Goals for naming per floor:

First floor - bring campus to downtown, engaging the community. Innovation/Innovate, Exploration/Explore, and Lead.

Suggestion that the monitor in the lobby have video feed from the 2020 Project Construction site.

Conference rooms to highlight that UC Merced is research.

Second floor - focus on campus. Campus places, roads, etc.: Beginnings, Barn, Vernal Pools, Scholars, Ranchers, Ansel Adams, Muir, and Fairy Shrimp.

Third floor - Merced Past: Palm, Bear Creek, Santa Fe, Gateway. Advised to leave Golden State off the list, as it is seen as a division between North and South Merced.