Elliott HVAC Renovation Steering Committee
December 14, 2012

NEXT MEETING: Friday, January 25 at 8:30 a.m.

Attending: Tom Holman, Rick Patrick, Harrison Boateng, David Ostdiek, Jerry Schledewitz, Bob O'Neill, Karen Schultz, Linda Boeckner, Gary Hergert

Discussion Points

December 12-13 meeting with Alvine Engineering: No particular issues identified with the meetings with the engineers. Final details so that bid specifications could be completed were reviewed with faculty/staff.

Relocation sites and plans: Timelines and general guidelines/instructions for the relocation and operation during the relocation were reviewed point by point. These will be reviewed with faculty at a December 20 meeting. Faculty then will be responsible for reviewing the details of the timeline and the guidelines with their support staff. The timeline and guidelines document will be placed on the website for all to access.

College of Nursing report: Nothing to report at this meeting.

Faculty meeting to plan for final input: At the December 20 meeting, faculty will review guidelines, and receive their previously submitted relocation questionnaires for their work group as well as a floor plan for their temporary spaces to be completed by faculty/staff in order to help with the relocation processes.

IT Report: Harrison continues to work out the connectivity for Lionel Harris; to be completed by January 31.

Technical Staff: Most questions are being answered. Technical staff should be receiving additional information from their faculty supervisors after the December 20 meeting.

Communication Plan: Signage, parking and access to the building plan was presented by David Ostdiek. will need to be addressed. David will work with Jerry, Bob, and Karen to develop a proposal to be reviewed at December steering committee meeting.

Assignments

1. Linda Boeckner will hold meeting with faculty on December 20; also attending Karen Schultz and Bob O'Neill.
2. Follow through on phone connectivity: Karen Schultz
3. Internet connections for Lionel Harris: Harrison Boateng.