Elliott HVAC Renovation Steering Committee
October 11, 2012

NEXT MEETING: Friday, November 16 at 8:30 a.m.

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

Discussion Points

October 29-30, 2012 meeting: Draft timeline from engineers and minutes from engineers meeting were presented. Reminder these are draft and could change when bid award is made to contractor. Engineers will be in the building for October 29-30. All staff/faculty meeting scheduled for 1:00 p.m. and individual or team meetings in laboratories will be scheduled after that and on Tuesday. Karen is working on the schedule with engineers

To prepare: Faculty will need to be ready for the following discussion points with the engineers when they come:

- Location of fume hood and size of fume hood
- Cabinet under fume hood
- Details if ceiling is to be lowered

Relocation sites: State office building at 4500 Avenue I is not available. Will pursue Nebraska Workforce Development office space next and consider additional options within the Elliott Building with use of Sugar Valley and Bluestem spaces.

Relocation to Lionel Harris: painting and cleanup will soon be completed; work on IT connectivity is next.

Faculty relocation: Floor plans and preferences for faculty/staff relocation reviewed. The plans remain in draft form so that adjustments can continue to be made depending on need and availability.

Timeline:
by end of November 2012: Faculty with lab spaces at Lionel Harris will meet with Bob O'Neill to clearly identify needs in those spaces
by December 2012: all office spaces in Elliott to which faculty will be relocated will need to be cleaned out to prepare for temporary residents
January – March 2012: Movement to new spaces can begin; final moves by March 31

UNMC Report:
Dates to Note:
May 5 – UNMC Graduation
May 10 – UNMC orientation for Accelerated Nursing students
May 13 – UNMC classes begin for UNMC Accelerated Nursing students

Communication Plan: David Ostdiek reviewed initial plans for communicating internally and externally about renovation moves and relocations during renovation.

Assignments

1. Gary Hergert will make arrangements to have a faculty meeting on October 26 (specialist and educator faculty to be included; Harrison, Bob O'Neill, Karen, Linda)
2. Harrison will begin working with Cliff Ritz immediately to arrange for Internet function at the Lionel Harris building. Harrison can meet with faculty individually about IT needs.
3. Karen, Tom and Linda will visit Workforce Development building
4. Karen will complete schedule for the October 29-30 sessions with engineers
5. Bob O will meet with faculty who will have lab space at Lionel Harris to discuss needs.