Elliott HVAC Renovation Steering Committee
June 13, 2012

NEXT MEETING: Friday, July 13 8
8:30 a.m. – Board Room
A kickoff meeting with design team from Lincoln will also be scheduled with the steering committee in the near future.

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

Guests: Barry Shull and Joe Goodwater (UNL), Rick Golden (Central Administration), and Keith Swarts and John Houser (UNMC)

Discussion Points and Report on Assignments:
Questions sent to Barry Shull and Joe Goodwater were sent ahead of the meeting. Responses from Goodwater attached. Further discussion included these points:

- Joe Goodwater will likely be the project manager
- Phasing of the project will likely be planned
- Complete closedown while replacing the boiler/chiller could be from 30-60 days
- One goal is to protect and preserve the server; it will be left where it is
- Energy availability will be sporadic during the renovation. As much advance notice as possible will be given. There will be a complete shutdown of electricity while changes are being made of 24-48 hours (Bob O estimated it could be as much as one week.)
- Internet wiring could be disrupted during the renovation; no guarantees about that but will work to minimize
- Once renovation begins, there will be weekly/bi-weekly construction meetings (Boeckner/Schultz/O'Neill to be included)
- Possibly a local architect will be hired for some of the inspections as the project progresses
- Sensitive pieces of equipment, files, computers, printers and personal items will need to be moved elsewhere; bookshelves would likely be best to come down
- Work on the fire alarm/sprinkler part of the project can be done with people in the building
- Removal of access point radios for wireless connectivity should be removed from the building prior to project onset
- There will be an initial kickoff meeting with steering committee hosted at our site with Joe, Barry and engineers. All staff will have opportunity for a question/answer session. Individual discussions with faculty members will follow to discuss needs during the renovation/relocation
- After initial interview, schematic design will be developed and then design development will follow which will add details and rough schedule. Will get to 50% and then 95% design completed. At each phase there will be opportunity for review and comment. Once finalized the project will be ready for bid.
- Lots of unknown yet until we get through design phase.

Holman and Schultz reported on possible relocation sites in addition to Lionel Harris. County office could move to fairgrounds. Tom and Harrison will investigate internet connection

capability there. NRD meeting rooms are available as well as office space for 4-6 desks for $400/month. There are 60X24 (double wide) trailers available for $33,000 for 9 months; septice and electricity would need to be provided. Karen has queries in for State Office Building, Workforce Development (E. Portal) and Kinder Morgan buildings.

Hergert reported on faculty meeting discussion. Faculty are considering who and what needs to be moved. Linda will schedule time for tours of Lionel Harris for faculty and technical support staff the week of June 25 and July 2.

Harrison reported on Sharepoint. Pros and cons discussed. Site license could be obtained for approximately $960. Harrison is doing more checking on its cabability. Dave Ostdiek will begin to set up a website for information sharing and Q/A section so that faculty/staff can access and receive information.

Will ask Dave Ostdiek to develop a plan for communicating pertinent information to the public during our renovations. (Dave Ostdiek will be attending future meetings of steering committee.)

Cliff Ritz (IS-Lincoln) will be scheduled for a PREC visit before the end of June.

Assignments before July 13 Meeting:

Schedule faculty/staff tour of Lionel Harris (Boeckner)
Contact Cliff Ritz and schedule his trip to PREC (Boateng)
Begin work on drafting plan A / plan B for relocations (Schultz/Boeckner) and begin reviewing with faculty during faculty meetings.
Begin setting up communication website (Ostdiek)
Assessment of Sharepoint (Boateng)
Continue checking out relocation sites, availability, suitability and costs (Holman/Schultz)