The meeting started at 12:08 p.m.

A handout on the Math and Science Building move schedule was distributed.

Bob Miller and Angela Randall responded to questions and concerns regarding the move. Items discussed are as follows:

- The building completion is going as scheduled. Safety issues, such as fire alarm, ADA access, elevator inspection, needed to be completed and be functioning before DSA will issue the temporary occupancy permit that will allow for occupation.

- Some of the furniture and equipment are already brought in.

- The work on the new road is also going according to schedule. Once the asphalt process has been completed, the road will be functional by the end of this month despite of the weather conditions.

- The move schedule was clarified as follows: offices will move into the MSA-B Building on January 21 and 22 and will be opened on January 25. The MSA-A Building will open on February 2. The help crew will be in the building for three weeks following the move to assist with moving issues. The commissioning process will be done in the least disruptive manner possible, so it will not disturb classes.

- There are classrooms in the new building that had a 40% decrease in capacity to only 24 seats, and also there is no demonstration table in the plan for the physics classes. The decrease in capacity will create a problem in scheduling high-demand classes such as mathematics. Unfortunately, that was part of the programming phase and what had been approved by DSA. Any changes that were to be made will require DSA approval which will halt the construction progress completely. One possible reason for this is because the approved programming plan did not account for a teacher’s station, desk and chair as well as an ADA station in the room.

- The Math and Science Building is a LEED certified at a Silver or Gold level.

- There should be no problem with the thermostat because, unlike the old technology used in the D classrooms, the thermostat in the new building is connected to the Siemens Energy Building Management system where it’s controlled centrally by Plant Facilities. Testing has been completed.
- Contact person during the commissioning process to report any problems in the building are as follows: Bob Miller for construction related issues and Angela Randall for furniture and equipment issues. Three- or five-year extended warranty, whenever available, has been purchased to anticipate any problems with equipment that may occur.

- Each office will have a printer and each divisional chair office will have a multifunction machine: fax, copier and scanner.

- New technology is in place in MSA Building that will allow faster internet connection. Also, new Voice over IP phone system will be installed. Everyone will get a new phone without any change to the current phone number. Trainings on how to use the new equipment will be set up before February 8. Bill Bolton will available in one of the classrooms to give a one-on-one assistance.

- All equipment will be secured using a method that has been used district wide; however, everyone was encouraged to keep things locked to prevent any incidents. Video cameras are placed around the building as another safety measure.

- As a college procedure, occupants will need to fill out a Key Request Form to obtain a key(s). The form will need to be signed by the division chair, dean or VP of Academic Affairs, and VP Administrative Service before being submitted to Plant Facilities for processing. Requestor will be notified when the key is ready for pick up. Key access will depend on the level of authority.

- Boxes and labels have been delivered. If extra boxes, labels or any assistance is needed, please contact Aundria.

Meeting ended at 1:33 p.m.