

Mission Hall Governance Committee Meeting

Meeting Notes – 9/27/16

Focus	Details	Action
<b>Present</b>	Donna Ferriero, Cara Fladd, Paul Franke, Peggy Ghertner, Bob Hiatt, Dixie Horning, Cristina Morrison, Chuck Ryan, Bruce Wintroub (on phone)	CC Meeting minutes: Michael Bade, John DeAngelo, Cara Fladd, Bonnie Maler, Scott Muxen, Karin Wong, Terri O’Brien, Lori Yamauchi and anyone working on action items.
<b>Absent</b>	Linda Giudice, Colin Boyle, Phil O’Brien, Hanmin Lee	
<b>Review options on top three rapid improvements:</b> <ul style="list-style-type: none"> <li>• <b>Signage</b></li> <li>• <b>Lighting</b></li> <li>• <b>HVAC</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Signage:</b> Paul Franke from Planning presented options for static signage. These included directional signs for conference rooms, restrooms, workstation end caps, floor maps and “super graphics” (painted on walls) to designate departments/divisions. All present agreed that the look &amp; feel of the signage should be consistent throughout the building.</li> <li>• <b>Lighting:</b> Shortly after Mission Hall was populated, building engineers installed lenses on overhead fixtures in open areas and focus rooms to dim lights and reduce glare. We have come to understand that not all occupants can tolerate the overhead lights and that lighting needs may differ between individuals in workstation groupings.</li> <li>• <b>Lighting Solutions:</b> Group like types together; create a dark zone on the floor by removing overhead fluorescent tubes for those who prefer indirect light (desk lamps). Work in focus rooms where lighting can be controlled by the addition of a task light. Managers and supervisors need to engage with their staff to discuss lighting issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Cost to create and install signage on floors 2 - 7 is approximately \$45,000. <b>Paul</b> will confirm price. It will take one month to implement after signage is ordered. <b>All present agreed to use Rapid Improvement funds to purchase signage.</b></li> <li>• <b>Peggy and Cristina</b> will add a section on adjusting floor vents and thermostats to the general building usage trainings.</li> <li>• <b>Peggy</b> will speak with the chief building engineer about maintaining a consistent temperature throughout the open areas.</li> </ul>

	<p>Lighting is not considered a Rapid Improvement.</p> <ul style="list-style-type: none"> <li>• <b>HVAC:</b> The cost of renovating the HVAC system in MH is prohibitive and therefore not a Rapid Improvement. Instruction is needed on how to adjust floor vents and thermostats. Engineers need to stabilize open space temperature zones so they adhere to the building temperature standard of 72 degrees.</li> </ul>	
<p><b>Additional Issues</b></p> <ul style="list-style-type: none"> <li>• <b>Lactation rooms</b></li> <li>• <b>Conference room technology</b></li> <li>• <b>Training around equipment, ergonomics, general building usage</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lactation rooms ask: funding to replace automatic faucets and add hot water (18k):</b> Plumbing may not be necessary. Faucets need to be replaced so that water temperature can be controlled. This is a campus cost not a Rapid Improvement.</li> <li>• <b>Conference room technology:</b> The large conference rooms have frequent technology issues that can only be resolved by technicians. It is not always possible to test the technology prior to a meeting because the room may be in use. An on-site technician that is available to quickly resolve technology issues would be valuable to ensure meetings are productive and move forward as planned.</li> <li>• <b>Training around equipment, ergonomics, general building usage:</b> Regular trainings are needed so occupants become adept at using building technology and equipment and are able to resolve basic ergonomic challenges.</li> </ul>	<p>Did we agree on action items for the first 2 issues?</p> <p>Lactation Room funding should come from the campus as this is a state requirement. <b>Cristina</b> will inform Suzie Kirrane who submitted the request.</p> <ul style="list-style-type: none"> <li>• <b>Cristina and Peggy</b> will create and implement a training program and ‘ask us anything’ drop-in sessions to discuss building issues and share information.</li> </ul>

<p><b>Report back on office assignment survey/engagement</b></p>	<ul style="list-style-type: none"> <li>• Block A - 63 offices requested. Not all individuals qualify.</li> <li>• Block C - Leaving things as they are for now. Will possibly assign offices in the future.</li> <li>• <b>Cristina</b> will meet with Debra Roche to find out which focus rooms are suitable for offices.</li> <li>• Bruce confirmed that basic office furnishings (desk, chair, lockable storage unit) will be funded by Capital Improvements.</li> <li>• <b>Discussion:</b> Who has jurisdiction over workstations that have been vacated for offices? Bruce: Workstations will go back to a central source. This may be the block or building central source. Dixie: Our vacated workstations will be used for growth. We have already outgrown our space.</li> </ul>	
<p><b>Coordinated strategy on spending funds</b></p>	<p>Bob: Should remaining funds be allocated to sub-blocks based on number of workstations?</p>	<ul style="list-style-type: none"> <li>• <b>Cristina</b> will find out number of workstations per block.</li> </ul>
<p><b>Next meeting October 25<sup>th</sup>, 1-2 pm</b></p>		