

July 6th, LPOG agenda and meeting minutes

Agenda: *discuss whatever is needed after the first week of moves and maybe get to some more items from the “to be discussed later” list.*

- First and foremost a reminder that it’s a stressful time for us all but we’re in it together and are supposed to all be working more closely as a team. Let’s take extra care to make sure we treat each other well – please don’t take your stress out on your colleagues.
- 7/17/17 is the next big push for moves (Couture, Barnes, Mod Pod, Gill House).
- The best way to contact Jenn Sides (Operations Manager) is via cell phone (text or call). The first time you contact her, please identify yourself.
 - **719.930.4658**
- We will discuss more details on AV installations at the next meeting. Matt is meeting with contractors next week and will know much more information after that.
- Tips for the next folks moving in:
 - The movers are great – recommend labeling your bins with nice big signs featuring the room number (color coding also helps).
 - Bring your trash cans with you (empty them first – dumpster behind Barnes).
 - Jenn has a building master key and ITS: Solutions Center staff also have master keys if you need help getting in your office until you have your own key.
 - If you have no phone / network connectivity, contact the Solutions Center.

Action item: The loading dock should be available for deliveries on 7/17 – each unit needs to notify the mail room, etc. about the change.

Action item: Make sure you have an updated gold card (with a proximity chip). This should be true if your gold card is new within the last 18 months or so. Check with Worner Desk if you are unsure.

Action item: Each unit needs to send Jenn an email with a list of first name / last name of people who should have access to the exterior doors (staff and certain student workers). Please also indicate whether the person is a student in the list.

Action item: Matt will meet with AV installation contractors the week of 7/10 and find out how much we could influence the schedule with a priority list.

Action item: Chad will create a shared spreadsheet and form for all of us to enter items that need to be fixed so we have them all in one spot.