New Horticulture Building Move Date(s)

Meeting Date: July 10, 2008
Meeting Time: 9:00 – 10:00
Meeting Location: Rm 325 KH

Attendees: Paul Saladin; Wendy Johnson; Darren Zabloudil; Dana Lighthall; Craig O'Brien; Allan Schau; Shannon Bowen; Kristine Tharp; Jon Neff; Chris Hartman; Mark Zuber, Marcia Driscoll, Sharon Fordice; Kathy Davis

Attendance: Paul Saladin, Wendy Johnson, Sharon Fordice, Dana Lighthall, Darren Zabloudil, Craig O’Brien, Sharon Bowen, Kris Tharp, Jon Neff, Mark Zuber, Kathy Davis, Marcia Driscoll

Absent: Chris Hartmann, Allan Schau

**Note from 7/9/08 Contractor Meeting: Kirkwood and the General Contractor need to have the following things happened before Technology Services can start moving people into the offices located in the New Hort Building:

1. **Kirkwood must have in hand a Temporary Occupancy permit issued by City of CR.** Not done as of 7/9/08 - Assigned to General Contractor. Kirkwood can move equipment into the new building as long as we don’t move people in before we get the permit.

2. **Fire Marshall has to come in and inspect the facility.** Not done as of 7/9/08 – Assigned to Facilities

**Preliminary action items:**

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<th>Item 1:</th>
<th>- Furniture Installation done? T &amp; M are doing installation of furniture now, Furniture installation will be done today 7/10/08 per Sharon Fordice.</th>
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<td>Item 2:</td>
<td>- Mark Zuber and team status update? Up and going, wireless is working, phones ok to go. Craig had some concerns about the Elmo stations – he will contact Paul Hynek for confirmation.</td>
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<td>Item 3:</td>
<td>- Are all school dudes submitted? No, Paul will submit all the school dudes that are not done. Dana will email the list of completed SD to Wendy, Paul and cc Marcia.</td>
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<td>Item 4:</td>
<td>- IT Move Date will be July 31, 2008. Dana, Darren and team will be at the Old Horticulture building at 5:00 to start the moving process. Phones will be moved at this time. Paul and Wendy are going to draft an email to their staff requesting that they start boxing up their personal belongings for the move on July 31, 2008. Sharon will coordinate timeline with T&amp;M Movers to come in and move personal boxes to new building. Sharon mentioned several times that all boxes need to be labeled with Name, and new location office numbers. - Mapping your new office location use diagrams for placement of comp, mouse, monitor, tower, and phone. Marcia gave pictures to Wendy to use of diagrams of phone, comp, tower, and mouse. Other options are to write on stickies and place them where they want their equipment placed.</td>
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**Item 5:**
Sharon uses T&M movers for this big of a move. Sharon will coordinate time for movers to come in.

**Item 6:**
- Summary

**Move date is July 31, 2008 at 5:00**

**Reminder - Marcia to do walkthrough of building at 1:00 to see move progress**

Dana and Darren’s teams will come in at 5:00 and start the move process.
All phones will be moved from current office location to new offices by Dana’s team.
Paul will submit all the remaining SD’s – Dana sending list of completed SD to Paul and Wendy
Paul and Wendy will draft email and send out to staff. Start Boxing up.
Sharon coordinates timeline with T&M to move boxes.
Current Hort people will go to the new building and mark on their desks where they want their equipment placed. Stickies or diagrams are acceptable.