Call to order: An organizational meeting of the Operations Committee was held in Fifield Hall on September 14, 2011. The meeting convened at 2:00 pm, with Chair Dennis Brown presiding, and Libby Rens acting as secretary.

Members in attendance:
Faculty: Steve Sargent (Enter 2:44pm)  
Fiscal: Robert Morris  
IT: Dennis Brown  
Farm Operations: John Thomas  
Laboratory Operations: Mike McCaffery  
Graduate Student: Libby Rens  
Office Staff: Donna Dyer (Enter 2:12)  
Visiting: Kamin Miller

New Business:
Electronic Building Demo Map:
- Kamin described the plans for purchasing and installing an electronic map of Fifield Hall. The map will have the names of the building members, room numbers, phone numbers, and directions. The database can be updated via the internet and each department will have directions to do so. The screen will have a hard glossy front to protect it and avoid damage. One estimate of cost is $2,500 for a 40” screen. Kamin is searching for estimates.
Lobby Clock:
- The lobby needs a new clock. A new atomic clock was suggested, estimated cost for 2’x2” battery operated clock is $150.
Conference Rooms:
- Dennis suggests purchasing permanent projectors for each conference room. Optimally all three departments would share the cost, however this is likely to fall onto HOS shoulders, Mike suggested that IFAS pay for it since this is a shared building. It was suggested that the maintenance of the projectors be the responsibility of the department making room reservations. Estimated cost: $3000.
- Permanent power strips should be placed in the conference rooms, especially 1306. Fac. Ops could install an outlet for the cost of parts ($50). Bob will put in a work order for this.
- Room Reservations: The responsibility for making room reservations rotates through departments every three years. Many people expressed that this system is inconvenient (double bookings, incorrect dates, rooms left open, finding someone to open the doors). Currently, this is still the best system unless the departments within Fifield Hall can find a way to cooperate and hire one person to handle building operations (mail, packages, room reservations etc.)

Carpool:
• The gate is always left open. A new sign will be posted on the gate demanding that it be locked. John Thomas will get a new lock for the smaller door on the gate and lock it every night at 5, forcing people to exit through the large gate door, see the sign, and lock the gate.

Thanksgiving Luncheon:
• Who is responsible for this? Is there currently a committee for this (Dr. Folta, John Thomas, Cecil Shine, etc)? Dennis will ask the FAC.

Outstanding issues:
• Department wide e-mail for operations issues: Dennis is working on setting up an e-mail address for EH&S to send HOS e-mails to.
• Future meetings: Every quarter

New issues:
• Donna Dyer brought up the point that Dr. Cantliffe is leaving as department chair, however his approval signature is needed for many processes (asset management, time and labor, purchasing, fund administration, DSR, endowments, etc). Anyone needing his signature should appoint another faculty member as a secondary default.

Adjournment:
The meeting was adjourned at 3:41 pm.