

Building Needs Assessment Work Group Agenda

May 4, 2023 10:00 a.m. – 12:00 p.m.

**Hybrid Meeting: SCLS staff to attend in person at 4610 S. Biltmore Lane, Chester Room;
Others to attend in person or Virtual Via BlueJeans**

Meeting Documents: <https://www.scls.info/committees/building-needs-assessment-work-group>

Login information

Phone: 1-866-226-4650 and use access code: 461-0318-2019.

- a. Press the # button to enter meeting as a participant.

Web site: <https://bluejeans.com/46103182019/webrtc>

- b. There is no password for participants.
- c. If a participant is asked to download software, they can choose to bypass this (join via browser).

1. Call to Order

- A. Introduction of guests/visitors
- B. Changes/Additions to the Agenda
- C. Public comments

2. Approval of previous meeting minutes: April 20, 2023

3. Reports

- A. Biltmore Leases
- B. Moving Committee Update
- C. Job Site Meeting Update
- D. VoIP Equipment – AT&T Recommendations
- E. Data Center
 - a. Permit updates for MUFN and Intercon
 - b. MUFN install updates
 - c. MG&E and transformer updates
 - d. TEACH/BadgerNet Install – AT&T
 - e. Fire Suppression Permit? Question regarding disabling sprinklers?
- F. Timeline Update
 - a. TBD: Access delivers data center equipment to Pankratz
 - b. May 2: Cubicle Space, Review installation with cubicle supplier (OFW), helping electrician understand expectations. Access points with Will & Emily are included in walk through.
 - c. May 8 – 17: Transformer relocation, Power outage for the majority of this timeframe

- d. May 18 & 19: Cubicles installed
- e. May 23-26: Yerges moving HQ to Pankratz
- f. May 26: AT&T transferring POTS lines to Pankratz
- g. May 30: Gordon Flesch setting up copier/fax

4. Discussion Items

- A. Sunsetting BNAW/Next Steps/Thank you!

5. Topics tabled for Upcoming meetings:

6. Homework for Next Meeting:

7. Next Meeting: N/A

8. Adjournment

Parking Lot:

VoIP Equipment: Discuss equipment options, what to get, where to order it. J. Stewart tapped to help. C. Baumann will help. Find out which libraries have VoIP to see if they can help find vendor.

Fearing's AV and Security Equipment – follow up on installation schedule.

Schedule Admin and Delivery meetings to discuss shared HR and filing spaces

Members:

Jean Anderson	SCLS Consulting Services Coordinator
Corey Baumann	SCLS Delivery Services Coordinator
Nan Brien	SCLS Board Trustee
Kerrie Goeden	SCLS HR & Finance Coordinator
Deb Haeffner	SCLS Building Consultant
Gary Poulson	SCLS Board Trustee and Chair
Jesse Stewart	SCLS Fleet Manager
Vicki Teal	SCLS Technology Services Coordinator
Martha Van Pelt	SCLS Director