

Building Needs Assessment Work Group Agenda
December 3, 2020 10:00 a.m. – 12:00 p.m.
Virtual Meeting Via BlueJeans

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

Login information

1. Phone: 1-866-226-4650 and use access code: 461-0318-2019.
 - a. Press the # button to enter meeting as a participant.
2. Web site: <https://bluejeans.com/46103182019/webrtc>
 - a. There is no password for participants.
 - b. If a participant is asked to download software, they can choose to bypass this (join via browser).

10:00: Call to Order

10:02: Approval of previous meeting minutes: November 12, 2020

10:05: Reports:

- Status on agency agreement with David Haug and Lighthouse Commercial Real Estate - Marty

10:15: Discussion: (with Keller)

- Review of Discovery booklets from each department with Rob
 - Review comparable costs
 - Evaluate if square footage is accurate
- Review criteria for evaluation of building sites and next steps
- Review photos of things we like design-wise to share with Keller
- Review assessment of must haves, pie in the sky

CONSENSUS (includes newly added consensus points as of 10/28/20)

- Flexibility
- Hybrid of remote and on site - not 100% either way for most staff.
- Design for job needs and requirements not staff member.
- Collaboration and/or individual work can be done at home or onsite as appropriate.
- Set schedules so everyone is accessible no matter where they are working.
- Need to maintain in-person relationships (work and personal).
- The “team” at SCLS is 50+ people with several smaller teams; admin, delivery, tech, ILS and consultants.
- Staff will maintain their individual offices, but offices will be more equitably sized.
- Collaborative space will be added (labs, shared soft spaces) and other common spaces such as the work room, deliverables room and meeting room sizes will be reduced to accommodate the new spaces.
- Staff will be allowed to work remotely and/or in the office as their positions and duties allow with the understanding that there will be times all staff are required to report in person in order to facilitate and maintain staff working relationships.

11:45: Homework for Next Meeting:

- Schedule Admin and Delivery meetings to discuss shared spaces – Brinnan, Tim, Heidi, Kerrie
- Start discussions with Deb, Rebekah, Devin, Rob, Mark Ibach regarding Deb's level of involvement in interior design of new building
- Update Discovery Books in January
- Determine data center needs and size by February meeting
 - Can Keller incorporate a 15'x30' space for a potential data center that could be converted into offices if unused?

Next Meeting Date: 12/10/20 at 1:00 p.m.

12:00: Adjournment**Parking Lot:**

Need to create:

- Location report
- Detailed design report
- Mark and Vicki will look into items listed under Other "Master Building Profile by Zones"
For safety concerns and needed protections. Do we have Material Safety Sheets on these products which include necessary protections and toxicity information?
- SUN Expansion
- Collaborative projects – continue to consider options
- Consider COVID-19 ramifications on the project

Members:

Corey Baumann	SCLS Delivery Services Coordinator
Nan Brien	SCLS Board Trustee
Kerrie Goeden	SCLS HR & Finance Coordinator
Mark Ibach	SCLS Consulting Services Coordinator
Jesse Stewart	SCLS Fleet Manager
Vicki Teal	SCLS Technology Services Coordinator
Kristi Williams	SCLS Board Trustee
Martha Van Pelt	SCLS Director