

# Campus Improvement User Committee

## NCI at Frederick

October 19, 2016 @ 9:00 AM – 10:00 AM

*Next meeting Jan 18 @ 9:00 am*

Attendees:	<input checked="" type="checkbox"/> Mike Addington (Chairman)	<input type="checkbox"/> Bob Lawler
	<input checked="" type="checkbox"/> Chris Bell	<input checked="" type="checkbox"/> Keith Leaman
	<input checked="" type="checkbox"/> John Bell	<input type="checkbox"/> Melissa Porter
	<input type="checkbox"/> Helene Highbarger	<input type="checkbox"/> Joel Schneider

### General Notes:

Action:

1. Spreadsheet items in "RED" are complete	All
2. <b>Bolded</b> comments in minutes are "new"	All

**Areas / Items identified that require attention:** See attached spreadsheet

### Items for future consideration:

Status:

Funded:

Items for future consideration:	Status:	Funded:
1. Concrete pads for dumpsters with enclosures? John Bell to develop standard design and pursue inclusion in new construction if possible, - <b>No activity yet due to design competing priorities with refurbishment</b>	On hold	No
2. Install more bike racks, locations TBD. Survey to be conducted of Bike riders and their building location	On hold	No
3. Building 560 curb / asphalt / dumpster area rework	On hold	No
4. Seasonal flowers? High profile Buildings, - <b>This item to be rolled into item #4 below</b>	On hold	No
5. Generate / execute landscaping plans per building, - <b>This item to be rolled into item #4 below</b>	On hold	No
6. Pursue possible NCI separation of landscaping activities from the Garrison in 2017?	On hold	No
7. Discuss possibility of NCI pavilion, - <b>It was discussed / decided that the pavilion should take priority over Café trellis</b>	On hold	No

### Miscellaneous discussion Items:

Action:

1. Need to acquire the Garrison's current scope of work for Classic to identify gaps and to ensure quality control. Need to confirm frequency of trimming, edging, bed weeding, etc., - <b>Garrison contract acquired, services provided are consistent with the minimal level we are receiving, any improvement in scope and quality will need to be funded by NCI</b>	Mike, Chris
2. Address the overall poor quality of landscaping services currently provided by Classic through the Army	Chris, Mike
3. Melissa has expressed an interest in and will seek approval for (1) in-house Landscape dedicated FME employee to assist in ad-hoc activities and coordination of contractors. Melissa requested Mike to provide Job description for position, - <b>In lue of a full time position, it was discussed to generate a plan to fully contract out these services, this item rolled into item #4</b>	Melissa, Chris, Mike

<p>4. Chris and Mike to collaborate on creation of site plan color coded by activity and indicating duration to ease routine landscaping activities,- <b>Mike generated a plan with scope and a building classification as well as service frequency, next step is to contract for landscaping design services, this function had been put on hold until 2017 due to competing priorities. Goal for completion of plan targeted for 1/1/17. Target date assumes architectural and financial commitment to accomplish</b></p>	Chris, Mike
<p>5. Melissa to work with SPGM on temp CIC construction activity signage as well as revised NCI banners,- <b>CIC Construction activity signage was completed and is in use to great effect. NCI banner design is complete and approved, quotes have been received, Mike to forward quantity based on meeting with Chris and Melissa</b></p>	Melissa
<p>6. <b>Personalized garden plots discussed, it was decided that this practice was not to be supported / encouraged for several reasons. Uncontrolled care of the vegetation, attraction of unwanted vermin and the unknowns associated with Fort Detrick soil. No edible plants allowed on NCI campus. Specific requirements are mandated for AAALAC compliant facilities</b></p>	All
<p>7. <b>Chris mentioned possibility of permanent crosswalk flasher signage (solar powered)</b></p>	Chris, John

These are the meeting minutes as understood by the writer, all corrections and /or additions should be called to the attention of the writer.

Prepared by: Mike Addington

cc: Dante Tedaldi  
Linda Brubaker  
Andrea Gnuschke  
Patricia Beard