CAPITAL FINANCE AND SPACE MANAGEMENT

July 22, 2013

De Acker, Campus Ombuds (Co-Chair)
Ramona Dai'Re, CFSM
Frank Fimbrez, Supervising Locksmith
Sonia Johnston, Business and Administrative Services
Joseph Ramos, Facilities Building Manager
John White, CFSM (Co-Chair)
Christopher Volkerts, Information Technology

Re: Space Move Logistics Work Group

You are asked to serve as a member of an ad-hoc workgroup to examine existing practices for space move logistics at UC Merced and to develop information that will be helpful for members of the campus community interested in understanding the process. This initiative is requested by members of the campus Space Advisory Committee.

Charge: to document the process used for space move logistics and to develop a user's checklist to facilitate space moves at UC Merced.

Time Frame:
4-6 weeks

Participation:
Weekly conference calls or meetings until the work is complete. Estimated effort (6-12 hours).

No response is necessary if you are able to serve. The Office of Planning and Budget will contact you to set up a kick-off meeting.

Best Regards,

De Acker
Obudsperson
Ombuds Services

John O. White
AVC Capital Development
Capital Finance and Space Management

Cc: Provost/EVC Peterson
Space Advisory Committee Members
Interim CIO Gorham
Assistant Vice Chancellor Mitchell