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Secretary of the Senate (Administrative)

**Senate**  
**State of Minnesota**

**TO:** All Senators and Staff

**FROM:** Jo Anne M. Zoff, Secretary of the Senate (Administrative)  
651/296-3803  
Sven Lindquist, Sergeant-at-Arms  
651/296-1119

**DATE:** November 29, 2010

**RE:** Transition Issues

The physical moving of offices will begin Monday, November 29, continuing through Wednesday, December 15. To assist staff in planning for the moves, the following guidelines are provided regarding preparation for the move and what is expected on the day of your move. If you have any questions, feel free to contact the Sergeant-at-Arms office at 296-1119.

### **Schedule**

Members' offices and staff will begin moving Monday, November 29. Moves will be staged in groups over the following two weeks, and each office's move date will be communicated by November 24. When you receive notice of your scheduled move date, please confirm receipt with the Sergeant-at-Arms office. All items to be moved, in accordance with the move procedures outlined below, must be ready to go on the date scheduled. The Senate will be utilizing a contract mover, who will be paid on an hourly basis. It is therefore imperative that staff be prepared to move on schedule. Staff must be available to assist on the day of their move.

### **Moving Procedures**

- The move will happen in phases and you will be notified of the date of your move.
- You will be responsible for packing and labeling the cartons for the move. Boxes and colored labels are available in the Senate Supply office in B-43. Please have all materials packed and ready for the movers to help reduce the cost.

- You will be responsible for moving personal articles such as fragile items, taxidermy, artwork, and any other valuables.
- You must completely unpack all lateral file cabinets and place contents in boxes, but you can keep vertical file cabinets full during the move.
- All electronics/PC equipment will be re-connected by Senate IT staff. Labels and bags will be distributed on Tuesday, November 23.
- Place the colored label with your name and destination location on the side of each box and on each piece of furniture to be moved.
- Empty and pack all desks, end tables, and bookcases, Senators' credenzas must be completely empty. Senators' desks that are to be moved DO NOT need to have the drawers emptied, as the drawers will be removed with the contents in them in order to move the desks.
- Glass tops need a separate destination label.
- Remove all shelves from bookcases and place any shelf brackets in a bag and pack them along with your desk items.
- No modular (steel case) furniture is scheduled to be moved.
- If any cabinets or drawers can be locked, please do so during the move; **keep the keys with you.**
- Diagram where you would like your furniture placed at the new location and have the diagram available to the moving crew at the time of move.
- Office staff must be on-site to assist with the move and placement of furniture in the new office space.

### **Post Move Schedule and Procedure**

Please plan to follow your office furniture and boxes through the tunnel to your new location. Senate staff and the contract movers will then immediately assist you in an initial placement of your furniture and boxes. It is imperative that a floor plan is developed as to where in the new location items are to be placed.

Following your initial move, the Senate Sergeant-at-Arms office staff will be available to assist you in "tweaking and adjusting" initial furniture placement. During the last two weeks of December, Sergeant-at-Arms staff will be available to hang plaques, prints, photos, etc. Please formulate a plan as to where you will want these items hung. Post-it

notes work very well, placed on the wall to identify the location and item you wish to have hung in a given spot.

Limited painting will take place in Senate offices in the State Office Building. No painting will occur in State Capitol offices, as most walls are covered with a vinyl wallcovering. The Sergeant-at-Arms office will deal with damage to office walls on a case-by-case basis, but excessive nail holes in Capitol offices will not be able to be “fixed,” only covered with additional art or photos.

## **Computers and Phones**

### Telephones

- Telephones and telephone numbers will move with each user and details for line appearances will be updated shortly after the move.
- Phones must be placed in large ziplock bags, together with computer peripherals, and labeled with destination. Phone cables should be left in their current location.

### PC Workstations

- All laptops and docking stations will move with the user with the exception of the Committee LAs. Laptops used by Committee LAs will remain with the committee. New workstations will be provided for former Committee LAs.
- Desktop computer, keyboard, mouse, and screen will move with each user. Keyboard and mouse will be placed, together with phones, in a ziplock bag which will be provided by the Senate. Bags must be labeled with destination location. Most desktop users will be receiving new replacement workstations that will include the latest XP image. This will occur as early in December as time allows.
- Printers and copiers will remain in their current locations. Users and computer workstations will be reassigned to printers located in their new area. It would be advisable to do a test printing upon arrival at your new location to ensure that documents are being printed at your new printer and not at your old location.

SIS staff will be available to disconnect and reconnect phone and computer equipment as needed. For departing staff, please review the attached *SIS User Separation Procedure* for questions regarding saving or deleting personal files and transferring files to another user.

## **Statutes, Session Laws, Journals, and Blue Books**

The new (2010) Statutes are expected to arrive the week of December 6, and will be delivered to your new office space. If you want the 2008 Statutes to be moved to your new office before the 2010 set is delivered, you should pack them. Any session laws or

journals you want in your new office should be packed, For any books you don't want, leave them in your old office. If you have Blue Books (Legislative Manuals) you don't want, you can box them and bring them to the Senate Supply Room counter.

### **Separation**

Generally, separating staff will remain on the payroll through January 3, 2011. All keys and ID keycard access badges must be returned to the Sergeant-at-Arms office by that date. Final payroll checks will not be issued until all Senate property has been returned.

Network access for separating staff will be deactivated on the final day of employment. If users would like to provide an auto-reply message and forwarding address for their e-mail, they should contact SIS no later than December 27. Please see the attached SIS Employee Exit Procedure to deal with e-mails and data located on the Senate's network or local workstation drives.

### **Transition Space**

Transition offices are being prepared for staff who are not moving to the State Office Building. These offices will provide furniture for several staff, computer workstations, and at least one phone. Telephone numbers can be forwarded to these phone sets. Transition offices will be identified by November 23 and available by December 1. Priority for assignments will be given to staff who will not be moved to the State Office Building, as soon as their current offices are completely packed and ready to move.

### **2011 Session Parking**

It is anticipated that the 2011 Senate parking cards will be mailed and distributed during the last week of December. December 31, 2010, will be the last day that current Senate parking assignments will be honored. As of Saturday, January 1, 2011, all new parking assignments for Senate members and staff will be in effect. Please park only in your 2011 assigned stalls as to avoid any domino effect with unauthorized parking.

If the need should arise for separated Senate members or staff to park on Monday, January 3, 2011, please call the Senate Sergeant-at-Arms office to make arrangements.

Please contact the Senate Sergeant-at-Arms office at 651-296-1119 for further clarification of these directions or to have any questions you may have answered.

JMZ:dv  
Enclosure

# SIS Employee Exit Procedure

## User:

- Delete any personal data or files from your local and/or network drives. (Be sure you empty the Recycle Bin when completed)
- Transfer remaining user/member data that is to be saved to the appropriate user folders.\*
- Verify that any data remaining on local and/or network drive can be deleted by SIS Administrator.
- Un-subscribe from all listservs to which you are currently subscribed.
- Notify the E-mail Administrator of distributions lists that are to be saved and transfer them where appropriate.\*
- Forward any e-mail that needs to be saved to the appropriate user. Delete any remaining e-mail messages.
- Notify the SIS Administrator of the person who is to be assigned to continue maintaining a member's schedule.
- Notify your supervisor of your actions.

## SIS Administrator:

- Disable user login.
- Assist with transferring file if needed.
- Re-image workstation
- Create new user profile and network directories

\*SIS staff will be available to assist with these tasks

