

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	April 18, 2013
Time	9 am to 10:30 am
Location	109B Halle
Attending	Colin Blakely, Rita Bullard, Jim Carroll, John Donegan, Caroline Gould, Sandra Hines, Don Keller, Patrick Koehn, Marianne Laporte, Sandy Norton, Eric Owen, Carl Powell, Shawn Quilter, Barbara Scheffer, Mary Vielhaber, Fraya Wagner-Marsh
Absent	Maria Sipos

Meeting convened by Jim Carroll at 9:04 am.

I. Agenda approved, as amended

- Moved by Fraya Wagner-Marsh, seconded Pat Koehn, approved unanimously

II. Review and approval of March 28, 2013 meeting minutes

- Moved Mary Vielhaber, seconded by Barbara Scheffer, approved unanimously

III. Facilities Projects

a. Ongoing Campus Projects

- Moving along pretty well
- Halle, HVAC equipment being manufactured
- Rackham finished programming phase
 - When does it need to be vacated? – Later this summer (July/August)
 - Current plan to renovate is to support PA program, and systems to support the program
 - Vacating earlier is better
- Bowman-Roosevelt parking lot – begin in May, will have more spaces than originally anticipated
 - Both levels of lot – closed completely
 - Chilled water line to Alexander
- Housing is full on campus, renovation of Best in 12 weeks
 - Converting many singles to doubles – moving furniture
- In COB – interior finish work
- Board of Regents toured, Sill, King, and Alexander. Surprised at the poor conditions
- McKenny available for 100% occupancy – is a general fund or auxiliary building?
 - McKenny liquor license – alumni and foundation want to hold events
- Jones-Goddard – engineers doing complete facilities assessment to bring back to student housing. If too expensive, will be an academic building. Part of housing & marketing study.

b. Capital Funding

- \$9M capital funding this year, well reduced from previous years
- Reason for Board of Regents tour – gave them asset preservation list to repair the buildings \$20M
- No increase in asset preservation
- Budget shows increase/decrease, based on current budget, not actual amount in proposed budget
- State isn't going forward with capital funding this year.

c. IT Projects

- Distributed handouts, "New VoIP Phones/VoIP Upgrades" and "Wireless Upgrades/Enhanced Wireless"
- Wireless is in year 1 of 3
 - Wireless Installation
 - Most buildings updated
 - This summer will design & do work in residence halls, best quad and towers
 - 19 Up and Running: Alexander, Boone, Ford, Halle, Mark-Jefferson, Marshall, McKenny, Owen, Pierce, Porter, Pray-Harrod, Quirk, Roosevelt, Rynearson, Sherzer, Sill, Snow, Strong, Student Center

- Summer 2013: Best, Fletcher, Quad Dorms, Towers
- VoIP is in year 2 of 3
 - VoIP installation
 - Mapping out 10 buildings with AT&T
 - Up and Running: Halle, Hoyt (DPS), Mark-Jefferson, Pierce, Porter, Pray-Harrold, Sill, Strong, Student Center
 - By April 2013: Alexander, Boone, Convo Center, Ford, Marshall, Welch
 - By July 2013: McKenny, Owen, Physical Plant, Quirk, Roosevelt, Snow
- Computer refresh – 2 phase for faculty who can respond before summer, then second phase in fall for remaining faculty and administration / staff
 - Because of rising costs, the Apple desktop will be a Apple Mini with a Dell Monitor

IV. Computer Refresh Policy

a. Review of draft survey instrument/lab data collection

- Reviewed draft survey:
 - Survey Monkey
 - Do we track traffic?
 - What should be included – better to survey wide, then eliminate

b. Plan for distribution/collection/analysis

- Send to?
 - Associate Deans for them to distribute as they see fit and have College Techs complete
 - Send to Department Heads/School Directors
 - Send out to CE people?

c. Computer lab refresh revised proposal FY13/14

- Distributed “EEFC Computer Refresh Labs FY 2013/2014 Revised Recommendation”
- \$2,100 – overage
- Motion to accept the EEFC Computer Refresh Labs FY2013/2014 Revised Recommendations
 - Moved by Barbara Scheffer, seconded by Don Keller, approved: 12 yes, 0 no, 1 abstention

V. Classroom Technology

- Distributed handout, “Classroom Technology”
- Bid Process: March 18 bid publicized, March 22 mandatory pre-bid conference, April 25 anticipated award date, August 16 installation complete
 - Four bids submitted, committee reviewing
 - Monday, April 22, IT is meeting with Jim Carroll and consultant to review bids
 - First 30 days: each vendor to review each room in each building to get specific requirements and configurations
 - What in classroom is set, where in classroom isn’t set yet
- Marshall, Owen, Roosevelt & Sill are scheduled
 - Depending on cost factor, chance that not all four buildings will be upgraded this round
 - Will work with Deans’ Offices as to what rooms will be taken out of commission for upgrade
 - Rooms may be offline a month, maybe 6 weeks
- Mid-July work with college techs for support, training, testing to be ready to fully support by August 15
- Mid-August all rooms will be completed

VI. Faculty Representatives/Co-Chair elections

- Need Faculty Co-Chair

VII. Attendance Card Readers

- Bill Shell working on project
 - Two Part: What it will take to get current system working, and looking for a system best suited for EMU
 - Working with IT (inventory of attendance readers, reports out of Blackboard system to colleges) and Physical Plant (readers hooked up)
- Blackboard – access everything or access nothing – not known for security access
 - Need to establish reporting range
 - Would have to make every faculty member an administrator – not feasible

- By end of April Bill will have reporting process for standard reports, in fall will work with Academic Advisory committee
- Get a sample report to Marianne – pull old reports from actual class
 - Excel reports would be preferable, but depends on Blackboard
- What can university do in future -

VIII. Committee Goals/Agenda Items

- a. Ideas?
- b. Projects?

IX. Adjourn

- Meeting adjourned at 10:12 am