

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	April 21, 2011
Time	10:30 am to 12:30 pm
Location	302 Student Center
Voting Attending	Dennis Beagen (co-chaired), Sylvia Bethea (alternate for Jon Margerum-Leys), Steve Camron, David Crary (co-chaired), Matt Evett, Ali Eydgahi, Sandra Hines, Elaine Logan, Eric Owen, Barbara Scheffer, Wade Tornquist, Mary Vielhaber, Steven Webber
Non-Voting Attending	
Absent	Rita Bullard, John Donegan, Don Ritzenhein, Fraya Wagner-Marsh

Committee extends warm wishes to John Donegan for a speedy and full recovery after his accident.

I. Approval of Agenda

No changes or additions to the agenda as presented.

II. Review and approval of minutes from March 17, 2011

Motion: Moved by Eric Owen to approve minutes from March 17, 2011. Seconded by Elaine Logan. **Motion carried:** 12 yes, 0 no, 1 abstention.

III. AY 2012 Computer Refresh Spending Proposal: Eric Owen

- Eric Owen distributed an updated EEFC Computer Lab Refresh Master 2011/2012.

Motion: Moved by Steve Camron to approve the Academic Affairs Computer Labs Refresh Proposal 2011/2012 as presented. Seconded by Elaine Logan. **Motion carried:** unanimously

- Matt Evett brought up the potential for cloud computing for computer labs. Wade Tornquist added that there would be more savings with this technology in the classroom labs.
- The classroom labs in Pray-Harrold will be better utilized after the renovation is complete as a result of what was learned during Swing Space.
- David Crary requested that two items related to Computer Refresh be added to the agenda next year:
 - Increase in the budget
 - Usage Monitoring
- Wade Tornquist expressed his thanks to the committee for the CAS computer labs included in the Computer Refresh.

IV. Classroom Equipment Recommendations: David Crary

- David Crary distributed the draft of Proposal on Classroom Technology
- Barbara Scheffer brought up the need for maintenance of the classroom technology equipment. That would require a new refresh system for classroom technology.
- Will recommend using document cameras as opposed to overhead projectors because a document camera can be used as an overhead projector.
- Elaine Logan asked if the subcommittee would get a quote for outfitting a basic room. She further stated that the Library staff would be able to work up a quote for the subcommittee.
- Dennis Beagen inquired of Wade Tornquist if the new Pray-Harrold classrooms are similarly outfitted, and if so, could the committee ask those vendors to submit a quote. Wade Tornquist informed the group that the new Pray-Harrold classrooms are so outfitted, but have no computers.
- To address the computer issue, Matt Evett suggested that a central laptop pool be established for faculty to borrow as needed.
- Wade Tornquist raised the topic of the Smart Classroom Equipment budget established many years ago by Bob Neely. It was initially set at \$12,000 annually and remains at that amount, but this year it was completely expended by December. All that was purchased were replacement projector bulbs. He would like to request a budget increase

to \$24,000.

- The college techs will compile usage data during the next year, and the committee will use that data for a similar, more accurate motion next year.
- **Motion:** Moved by Eric Owen to increase the Smart Classroom Maintenance Funds given the increased age of the classroom projectors, and that the Smart Classroom Maintenance Fund has exhausted its funds halfway through the year, the Smart Classroom Maintenance Funds should be doubled to \$24,000 for fiscal year 2012. Seconded by Elaine Logan. **Motion carried:** unanimously
- Dennis Beagen will work with Robertta Goffeney to get the motion to the Provost's Office.
- Elaine Logan will look for a White Paper on the Technology Fees from a few years back to share with the committee.

V. Capital Spending Recommendation/Resolution: Dennis Beagen

- Dennis Beagen distributed the final EEFC Resolution regarding Capital projects as presented to the Provost
- David Cray asked for an update on the Integrated Arts Centers. Dennis Beagen shared that John Donegan will try to develop the vision of the Integrated Arts Village this summer, including a business plan and some programmatic considerations.
- Dr. Beagen also added that Morell Boone appointed Don Keller as the COT member of the Integrated Arts Village working group.
- David Cray shared John Donegan's summer construction schedule which includes:
 - Finish renovations to Pray-Harrold and move-in
 - Bowen parking lot refurbishment
 - Continued work on Mark Jefferson
 - Installation of new curtain walls and canopies on the First-Year Student Center
 - Sanitary pipe replacements at Munson apartments
 - Children's Institute relocation to Fletcher
 - Washtenaw/Oakwood intersection improvements
 - Installation of new directional signage
 - Perimeter paths at Oestrike stadium
 - Various electrical upgrades to buildings
 - Installation of fitness equipment on trails behind Fletcher
- Matt Evett stated that a road is staked out past Fletcher where there was a dead-end. Elaine Logan shared that the integrated landscaping plan from the Student Center through to the new Science Center, including the Library, will also take place this summer.
- Dennis Beagen inquired if there is any planned landscaping around the renovated Pray-Harrold. Dr. Tornquist explained that landscaping is limited to the kiosk coming down and the retaining wall.
- The committee agreed that the landscaping work done on campus by the Physical Plant is beautiful.
- Dr. Cray asked if there are any plans to redo the Pray-Harrold parking lot. Wade Tornquist replied that he hadn't heard of any plans. Dr. Evett shared that there are plans afloat to convert a lot near Pray-Harrold to a pay lot. Dr. Scheffer said that the Bowen lot will be converted to a pay lot.

VI. Computer Refresh Program and Current Budget Concerns: Eric Owen/Others

- Matt Evett reported that it's 95% certain that there will be no computer refresh this year. IT would like to move into four-year plan.
- IT has set aside some funds for replacement of machines that fail if Computer Refresh is cancelled.
- **Motion:** Moved by Matt Evett in the event that IT decides not to fund Computer Refresh in fiscal year 2012, the Educational Environment and Facilities Committee recommends that enough money be set aside in the IT budget to replace machines no longer under warranty. Seconded by Elaine Logan. **Motion carried:** unanimously
- Send the motion to the University Budget Council, Provost's Office and Carl Powell

VII. Spring/Summer Swing Space Issues – Rooms, Keys, Labs: Wade Tornquist

- The Key procedure needs to be addressed, since COE sent out an email informing their classroom users how to return keys.
- Matt Evett asked if the large-scale email informing the instructional personnel of their classroom assignments was to be sent for Spring semester. Wade Tornquist replied that the Associate Deans haven't been meeting as regularly as during the Fall and Winter semesters, but he did send out an email to all the department heads / school directors

addressing the key issue.

- Matt Evett will work with IT to get the mass classroom assignment emails sent.
- Barbara Scheffer asked if Swing Space will still function during Spring / Summer. Wade Tornquist said that it is still needed.
- Dennis Beagen asked when Dr. Tornquist will run the Fall schedule. He explained that he has wanted to run it but there were other deadlines. Also adding to the delay is the need to rebuild the classroom caps. He will run some scenarios to best determine how to assign classrooms for the Fall.
- Dr. Beagen further stressed the need for future renovations of existing buildings to free up space for faculty offices. Dr. Tornquist said that his desired plan is that CAS occupies Pray-Harrold and some other building, but the other buildings are not CAS' to assign.

VIII. Future Use of McKenny Classrooms

- A discussion for future
- David Crary asked Wade Tornquist about English Department's desire to use the new classrooms for First Year Writing. He explained that in speaking with the English Department a Pray-Harrold solution was found.

XI. Future Meetings – Summer Updates

Dr. Crary asked the committee if there is a need for summer meetings. The general consensus was that a summer meeting is not needed.

XII. Fall Agenda items

- John Donegan suggested that the committee wait until all the current Pray-Harrold and Mark Jefferson construction projects are complete, and then redo the space capacity study from a few years ago. Wade Tornquist explained that R25 has the capability to provide the same data as an outside study.

In the fall the Faculty Senate will need to assign new faculty representatives to the committee.

Meeting adjourned 12:09 pm

Next Meeting: TBD