

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	August 4, 2010
Time	10:00 am to 12:00 pm
Location	222 Rackham
Attending	Dennis Beagen, Mary Brake, Michael Bretting, John Boyless,, David Crary, John Donegan, Steve Dotson, LaVerne Higgins, Sandra Hines, Bob Neely (chaired), Eric Owen, Wade Tornquist, Mary Vielhaber
Absent	Steve Camron, Matt Evett, Fraya Wagner-Marsh, Barbara Scheffer

I. Approval of minutes from June 21, 2010.

Motion: Moved by Eric Owen to approve minutes as amended from June 21, 2010. Seconded by Dennis Beagen. **Motion carried:** Unanimously.

II. John Donegan Welcome – EEFC / Physical Plant interactions

Bob Neely welcomed John Donegan to the Committee. Dennis Beagan updated the committee on the history of the Capital Improvements Subcommittee. Because of personnel changes, the subcommittee stopped meeting for a period. Dennis contacted Bilal Sansour to resume these meetings. The group discussed Capital Improvements; Maintenance projects or Capital Requests for new facilities, as well as discussing engagement with the Physical Plant, EEFC, and Provost's Office and Deans.

John Donegan and Physical Plant want input from EEFC. There is a misunderstanding between maintenance activities and programmatic activities. He has a responsibility to protect the assets of the University. Physical Plant needs guidance on projects that he can take back to his staff. John shared his vision that he didn't want any student to decide to not come to EMU because of the facilities.

III. Communication: EMU OT Students

- Letter from Occupational Therapy students highlighting access issues on campus
- \$100,000 annual budget for ADA improvements
- Recommendations from lay people sometimes not same priority as Disability Resource Center
- Bob will draft a memo from Bob Neely and John Donegan explaining procedure for submitting requests

IV. EEFC Swing Space Update #2

- Second informational update to Faculty
- FAQs will be on the website, committee reviewed and edited FAQs
- Welcome packets for faculty, signage at each door
- Department Heads need to communicate information to the adjuncts

V. Reports: swing space adjustments for courses regarding special equipment needs

- Update on procedures for class blocks, equipment needs and COE displacement
- Jon Margerum-Leys and Wade Tornquist working to make logical switches to get COE faculty back in Porter. Great effort to reduce use of marginal classroom facilities.
- John Donegan provided an update on Swing Space. McKenny and Halle still under construction, top priority. Have all the furniture for McKenny, just need to place in classrooms. Still working on Sill and Boone, creating classrooms in old workshop area. A little behind on residence halls and Fletcher because of summer camps. Adding ceremonial

stairway from North Lot to Campus. Creating sidewalk system. Will still be working on Ford elevator when semester starts. New windows in First Year Center. Exploring using Goddard as an academic building. McKenny will get a Student Lounge, and a Eagle Café. New McKenny classrooms very large and attractive.

- These items need to be highlighted somehow, to the greater EMU community. Maybe video format with students doing the work.
- Mark Jefferson has many contractors working on the building, Pray-Harrold has 75. Mark Jefferson should be ready for Winter term.
- Integrating Fletcher School into the campus. Put in walkways between Fletcher and main campus.
- Walk from Indoor Practice Facility to Main Campus on lighted walkway.
- College place has stamped concrete, new landscaping.
- New windows, elevators, and Wi-Fi in First Year Center. Angled windows added two feet of sill to each room.

VI. Computer Refresh

a. Request from Arts & Sciences to add Sherzer Lab

- Should teaching labs be included in Computer Refresh?
- Maybe we should revisit Computer Lab Refresh and talk about criteria and philosophy
- Business and Finance and IT are looking at all Tech money to see if it's being used appropriately
- EPEO Livonia lab is being funded from Provost Discretionary Fund
- Give up open labs in departments and have IT support them for efficiency
- Will the software work on the old computers?

Motion: Moved by Mary Vielhaber to include Sherzer Physics & Astronomy Labs (402 Sherzer) in this year's Computer Refresh. Seconded by Dennis Beagen. Motion amended by Wade Tornquist to add 13 Roosevelt to this year's Computer Refresh. **Motion Carried:** Unanimously

- This is not a permanent addition to Computer Refresh.
- EPEO used to refresh their own labs before they were General Funded, now they are part of our Computer Refresh. Jack Kay is working with Business and Finance to secure additional funding to support this additional expense.

b. Allocation of remaining funding

- La Verne said to skip COB because they have a high-priced ticket item
- Ford CMTA lab and 205 Porter laptop carts next for consideration
- Laptop carts are valuable at this time for swing space
- Check them out from Deans' offices for use in classrooms

Motion: Moved by John Boyless to include the Ford CMTA Lab and the COE Laptop carts in the Computer Refresh. Seconded by David Crary. **Motion Carried:** Unanimously

c. Updated spreadsheet

d. Allocation of computers versus \$

- We really ought to replace what's in the lab, not what's in the lab, plus expansion.
- Prices keep dropping
- Tabled to include in overall Computer Refresh Program discussion
- Thanks to Eric Owen for his work on Computer Refresh Program

VII. Academic Year Meeting Schedule

- Establish Fall Schedule
- Possible reconfiguration of EEFC committee
- EEFC Committee likely to increase
- Meeting space a concern

- Increase meetings to two hours
- Bob will schedule a September meeting by the end of August pending negotiations

VIII. Example FAQ for Website

- Discussed and edited FAQ page for EEFC and Swing Space websites.
- Will be published prior to sending of “Swing Space Update: #2”

IX. Time permitting – a quick tour of the new classrooms in McKenny

- Group walked to McKenny and toured the new basement classroom space, Eagle Café, and Student Lounge area.

Meeting adjourned 12:00 pm

The next meeting will be held on Tuesday, October 12, 2010, 9 am to 11 am at 123 Mark Jefferson.