

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	December 7, 2010
Time	11:00 am to 1:00 pm
Location	123 Mark Jefferson
Voting Attending	Dennis Beagen (co-chaired), Mary Brake, Rita Bullard, Steve Camron, David Crary (co-chaired), Matt Evett, Ali Eydgahi, LaVerne Higgins (alternate for Wagner-Marsh), Sandra Hines, Elaine Logan, Eric Owen, Don Ritzenhein, Wade Tonquist, Mary Vielhaber
Non-Voting Attending	Sylvia Bethea, John Donegan
Absent	Shawn Quilter, Barbara Scheffer

I. Review and approval of minutes from November 16, 2010

Motion: Moved by Eric Owen to approve minutes from November 16, 2010. Seconded by Mary Vielhaber.

Motion carried: Unanimously

In order to allow John Donegan to leave after his report, the meeting started with items V, VII, and VIII.

II. Report on Rackham ECA Lab Request Email Vote

- **Motion:** Approve FF&E departmentally funded proposal to furnish/equip a lab in Rackham for the Early College Alliance Science Lab Modification.
- Sent by email for electronic vote.
- **Motion carried:** 11 yes, 0 no, 0 abstention
- New proposed ECA lab in Rackham is not a permanent change to the building. It is for ECA to use until Swing Space is completed. ECA has had multiple labs in the past few years, and that is not working for them. The renovation is minimal and easily changed. Majority of committee members in favor of ECA lab renovation in Rackham and Dennis Beagen will forward this proposal on to the Provost's Office.

III. Report from Classroom Equipment Sub-Committee

- Meeting next Monday, College of Business Dean's Office. Mary Brake added to the Sub-Committee. Should Bill Shell be invited to the sub-committee, Mary Vielhaber explained that she serves on both committees, so Bill Shell's attendance is not needed.
- R25 has classroom equipment inventory. Mark Jefferson projectors were reallocated to the new classrooms.

IV. Swing Space Sub-Committee Report

a. Emails

- First Email sent 12/7/10
- Any keys from COB turned in to COB Dean's Office.
- COE, COT, CHHS will receive keys from their faculty for any building they teach to the Dean's Office
- CAS departments have option to receive the keys to from their faculty.
- Need an incentive, if turned in by end of finals, can turn keys into Deans or departments, after that must return keys directly to Physical Plant.
- First pass of room assignments on Banner. Wade Tornquist is now making adjustments.
- Email to faculty with link to classroom assignments will go out again this term.
- Update on key matter needs to go out this week, Friday.
- Did the first Swing Space update go to the part-time lecturers? No, because they weren't sent to them in fall. Committee requested the winter Spring Space updates also go to the part-time lecturers.
- Associate Deans are organized and helping as they did last semester.

b. Scheduling and MJ Move Report – Wade Tornquist

- Item not addressed at this meeting

V. Fletcher: ACC / Children's Center Follow-Up

- John Donegan distributed the Proposed 5-year Master Capital Plan (Draft [rev.11-27-10])
- John Donegan explained the report is a preliminary partial plan, which is Academic Space Planning-General Plan. He explained the definitions; Essential, Immediate Need and Donor Interest. The report is broken down in phases. This report is used to prioritize the projects and needs on campus.
- Children's Institute is in Phase 1. Condition of Fletcher purchase was Children's Institute's relocation, which will free up Rackham for academic space.
- Children's Institute to Fletcher in May 2011 will take place with no work on addition
- Autism Collaborative Center originally was to be housed in the Cooper Building with only 6K sq ft required, and Rackham uses 18K sq ft in Rackham. The total square footage required by these two centers was \$24K. The Fletcher building is 40K sq ft. Its configuration is close to what we need and is made for children. Fletcher was renovated for \$500K to accommodate the ACC. John believes both the ACC and the Children's Institute will fit in Fletcher.
- David Crary asked Sandra Hines to act as liaison with David Clifford with regards to ACC updates.
- The ACC was under impression that they could have the use all of the Fletcher Building for this summer, and wasn't aware of the acceleration of the Pray-Harold project.

VI. Deployment of Surplus Classroom/Office Furniture

- Physical Plant would like advice on how to redeploy the Mark Jefferson surplus office furniture.
- Schools should make lists of needs.
- Can the furniture be viewed, even if only photos on line? Group would like a viewing date and inventory list.
- Some lab tables from Mark Jefferson will go to Rackham ECA lab.
- Wade will talk to Sean to get his time table. We will leave this open to Academic Affairs to start and leave it to Sean Braden to communicate to the other divisions.

VII. Potential New Office/Classroom Space (preliminary cost estimates?)

a. King

King renovation for permanent academic offices some relocated departments wish to stay in King. In January, the Physical Plant, along with the Provost's Office and others will do some exploring as to what would need to be done in order to use King for faculty offices. Matt Evett asked what the 61,450 sq ft figure is. John Donegan explained it is the size of the building, and he also added that the cost of renovations would be about \$200/sq ft. This figure is so high because King needs many behind the scenes items such as windows, air handlers, air conditioning.

b. Goddard

Goddard renovations for Arts & Sciences for proposed Integrated Arts Village. John would like to start some occupancy of Goddard with limited use of the Arts & Sciences, possibly studio space.

c. McKenny – 4th Floor

McKenny Hall can't use upstairs because the stairwells from the 4th floor exit to the interior; two exterior exit stairways and an elevator must be installed.

d. Rackham

Rackham next in the plan and may be used as growth space for CHHS or some other academic program. The Children's Institute in Rackham poses security issues, and moving to Fletcher corrects this.

e. Other

- Strong Hall didn't pass in legislation.
- Mary Brake brought up that Sill isn't on the list, and John explained that he has not received any requests from the College of Technology. Mary Brake will take this information back to the COT's Dean's Office.
- Sculpture Studio should be torn down.
- If the Briggs arts functions can be moved to Goddard, Briggs can be used for an administrative building to bring Purchasing closer to Hover.
- Pierce Hall needs interior renovations.
- John added that nothing in this report is firm and the dollar amounts will change. He is also working with GIS on districting, ex. Science District, Arts District, Technology District, etc.
- John Donegan anticipates that during the February BOR meeting, the regents may add their own projects to the list.
- Sylvia asked about Eagle Crest. John Donegan explained Eagle Crest receives some funding each year. They have done work at Eagle Crest because it was needed, but it is essentially done except the first floor of the

clubhouse.

- Athletics in good shape, maybe some small items might be needed.
- Safety & Security: cameras, and card access in first year center.
- Energy Conservation Funds: must set aside fund to reduce consumption, utilities consumption going way down, made great strides in this area in Mark Jefferson and Pray-Harrold.
- Asset Preservation: items you don't see, fans, motors, air handlers, roofs.
- Parking lots and campus roads need attention.
- Dining Services has a large capital plan to combine DC1 and DC2, like a food court. It is difficult to justify this project because food service is not a revenue producer.
- David Crary inquired about the \$38M funding for Strong, why so large a number for a small building. John Donegan explained the conditions under which EMU has to work; had to keep building, lot of asbestos, no space between floors, fire code issues, science lab building is automatically increased cost. Program statement for Strong was done by previous architects and would need to be redone based on configuration of Mark Jefferson.
- New proposed ECA lab in Rackham is not a permanent change to the building. It is for ECA to use until Swing Space is completed. ECA has had multiple labs in the past few years, and not working for them. The renovation is minimal and easily changed. Majority of committee members in favor of ECA lab renovation in Rackham and Dennis Beagen will forward this proposal on to the Provost's Office.
- Dennis Beagen brought up the faculty office conditions in Quirk. John Donegan replied that the Provost fully supports finding and providing additional faculty office space on campus.
- David Crary suggested adding the College of Business back to central campus.
- The committee asked John Donegan, "what's the next step, and most helpful to you?"
- John Donegan replied he needed very concise recommendations, and soon.
- Dennis Beagen added that he thought John needs some sense of direction. The EEFC needs to prioritize the projects for John.
- David Crary inquired if State funding is not available for several years, should we move the Strong project out further. In response, John Donegan outlined what's going to happen the next 365 days. We'll occupy the new Mark Jefferson addition, we'll finish Pray-Harrold, and to plan the relocation of the Children's Institute. Everything for the next year is set. This is a five-year plan and it will change. John Donegan would love to see a recommendation of projects from this group for the Provost.
- Matt Evett brought up that the Goddard building has many possible uses, needs decision on what function it should support.
- Wade Tornquist added that the committee adopt the approach of where can we improve programming with the fewest dollars.

VIII. Arts Village Preliminary Report

- Item not addressed at this meeting

IX. Winter Term Meeting Schedule/Times

- Dennis Beagen asked Robertta Goffeney to survey the committee members for their availability for January's meeting.
- Dennis Beagen asked the committee if there were any additional items for the good of the order. Eric Owen reported on the Overarching Lab Computer Refresh data requested by IT. He said he received the necessary data from CHHS and COT, but hasn't received any data from the other colleges. He needs data on all the labs in each college and from where they're funded. This is not only the list of labs refreshed by the EEFC Computer Refresh, but all labs in a college.

X. Winter Agenda Items

- Item not addressed at this meeting

Meeting adjourned 1:07 pm

The next meeting will be held on Thursday, January 20, 2011, 10 am to noon, location TBD.