

## Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	December 8, 2011
Time	10:30 am to Noon
Location	205 Welch
Attending	Dennis Beagen, Jim Carroll, Mary Vielhaber, Eric Owen, Steven Webber, John Donegan, Barbara Scheffer, Wade Tornquist, Shawn Quilter, Bob Winning, Rita Bullard, Don Keller, David Crary, Matt Evett, Fraya Wagner-Marsh, Sandra Hines, C.A. Gould
Absent	?

Agenda Item	Discussion	Action/s To Be Taken
Approval of agenda	Agenda approved	
Minutes of November 17,2011	Approved by all with one abstention	
Preliminary Proposal on Classroom Technology (David Crary)	<ul style="list-style-type: none"> <li>• Draft document sent electronically to all members</li> <li>• Preference for external speakers separate from the computer tower due to better sound distribution</li> <li>• Page 2 #3 include the word “instructor” to clarify this is for faculty and not students</li> <li>• Recommend the use of a secure cabinet for item #7 and that it have electronics integrated within the cabinet</li> <li>• Check document for typos and spelling errors</li> <li>• Last Paragraph clarification—Full time Lecturers are included in computer refresh planning but part time lecturers are not.</li> <li>• Recommend moving item #6 on page 2 to above the bolded section because there has been lots of positive feedback on the value of document cameras once they are used.</li> <li>• Recommend incorporating this into the Univ. Strategic Plan.</li> <li>• An inventory of current equipment in all classrooms needs updating along with notations about the less obvious issues also need to be addressed, i.e. placement of projection screens in classrooms.</li> <li>• Recommendation to work on all of the above simultaneously.</li> </ul>	<p>Dave will modify per recommendations from committee and send back to EEFC.</p> <p>Next step is to work with the IT folks to come up with a plan to implement.</p> <p>Jim will take to Budget Council and work with Carl Powell and bring back to EEFC.</p> <p>Once approved, Dave will take to Faculty Senate for input</p> <p>Wade will work with the Assoc. Deans to prepare this.</p> <p>All agreed this was a good plan.</p>
Heating Situation (John Donegan)	<ul style="list-style-type: none"> <li>• John shared a schematic of the process of converting from cooling to heating in all campus buildings.</li> <li>• Easier to turn on heating than cooling and explanation provided.</li> <li>• Weather a key variable in the overall process</li> <li>• New equipment has improved the operations</li> <li>• Steam heating is the most difficult to control</li> </ul>	

Renovation of Strong (John Donegan)	<ul style="list-style-type: none"> <li>This issue discussed briefly but not part of this agenda</li> <li>Key points made: <ol style="list-style-type: none"> <li>Don't want to plan too early until state funding approved.</li> <li>OK to spent up to \$15,000 on some preliminary work but nothing more.</li> <li>One issue to consider is which Departments would be appropriate to either remain or move into Strong.</li> </ol> </li> </ul>	Tabled until next EEFC meeting
Asset Preservation Project (John Donegan)	<ul style="list-style-type: none"> <li>John distributed two lists,</li> <li>one a wish list that gets submitted to the BOR and Lansing, but does not get funded as presented</li> <li>a shorter one listing projects that is approved and addressed.</li> <li>John shared the variables that use resources such as sidewalk repairs, ADA issues, risk areas.</li> <li>Request for yearly updates on these lists</li> </ul>	<p>John agreed this would be done.</p> <p>All committee members asked to review the documents and bring questions to the next EEFC meeting.</p>
Maintenance Needs in all Colleges	<ul style="list-style-type: none"> <li>Don Keller presented a clear, well organized template with pictures to share data on College of Technology.</li> <li>Recommended that the template be used for all Colleges and sent to John Donegan so he could prepare work-orders.</li> <li>Additional suggestions: <ol style="list-style-type: none"> <li>Spring Cleaning Blitz with a crew of all necessary skills come to buildings all at once and complete tasks.</li> <li>Develop a mini "Punch List" to assess when repairs/jobs are complete.</li> <li>Add a "Needs Paint" column to Don's template.</li> </ol> </li> <li>Allow ADA issues to go directly to the ADA Committee (Adam Meyer)</li> </ul>	<p>Don will send the updated "Maintenance Needs" template to Jim for distribution to all EEFC members who will use for their college data collection.</p> <p>Steve and Don will do Roosevelt</p> <p>John Donegan will be sure the sidewalk issue at the entrance to Sill is addressed.</p>
Misc.	Request to have all minutes and documents available centrally in a course shell for EEFC.	Jim will facilitate the building of a course shell for all EEFC documents.

Meeting adjourned at 12:10pm

Next Semesters Meetings: Robertta will contact members for days and times

January will be in College of Technology

February will be in College of Business

March will be in Pray-Harrod

April will be in Mark Jefferson