

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	December 11, 2014
Time	3:30 pm to 4:45 pm
Location	152 Science Complex
Attending	Colin Blakely, Rita Bullard, Jim Carroll, Bob Densic, Tara Fulton, Chris Karshin, Don Keller, Patrick Koehn, Beth Kubitskey, Marianne Laporte, Pamela Lemerand, Eric Owen, Carl Powell, Scott Storrar
Absent	Brigid Beaubien, John Dugger, Sandy Norton, Denise Tanguay, Fraya Wagner-Marsh

Meeting convened by Jim Carroll at 3:34 pm

I. Agenda approved

- Moved by Eric Owen, seconded Don Keller, approved unanimously

II. Review and approval of November 20, 2014 meeting minutes

- Moved by Eric Owen, seconded by Don Keller, approved unanimously

III. Classroom Scheduling

- Biggest scheduling challenge is hybrid classes: ½ meetings (maximum) in-person with the remaining online. Can we adjust R-25 to only schedule physical classes? Use scheduler do other classes, then schedule the hybrids
- Don Keller presented an overview of Resource 25 (R25) – room assignment utility
- Presentation and Data will be available on course shell
- Fall 2014 Room Assignment Review included 2,711 classes. Two Scheduler runs:
 - Ignore all assignments, let R25 best match class size to room size
 - Retain all assignments, let R25 to place only previously unassigned classes to rooms
- Where does inefficiency come from? Classes of smaller caps in larger caps rooms. 80% preference for convenience. Specific rooms vs. most convenient
- Is English's preference not set to Pray-Harrod? If R25 can't find building preference with right size room, it ignores building preference
- Ignoring all assignments can cause issues for those programs that have specific classroom needs that can't be factored into R25
- R25 is a window's based system, Mac users access with a Citrex interface. IT is looking into a R25 upgrade that will eliminate the need for that interface.

IV. Facilities Projects

a. Ongoing Campus Projects

- Cadaver Lab at St Joe's near completion, as are Service EMU and Transfer Center in McKenny
- Rackham Hall Phase II, construction to start January. Orthotics & Prosthetics, Exercise Science ready FA15, and Nutrition Services ready WI16
- Steps done at Alexander
- Science Complex Bridge to be completed during holiday break
- Sculpture Studio, working on design, project to start in spring
- Working on a state-based grant project for Fletcher/ACC
- Prepared additional signage for Eagle Flight School, but MDOT didn't approve the designs; now working with Washtenaw County Road Commission

- Concern with perimeter heat in Mark Jefferson's lower level. There are limitations in that system. HVAC technicians will clean filters, adjust valves, etc. to address the issue.
- High winds damaged Convocation Center canopy; heating plant had large equipment go down, 3-4 weeks to reinstall. Using DTE in interim. It is 27 years old, but will gain back full life of the equipment after repairs
- FF&Es
 - Catching up on FF&E projects
 - Final version on new FF&E form, moves to project request, and will be able to get an estimate only. Follows university signatory guidelines
 - Will create online tracking program for FF&Es, estimate it being available in a year
- Available on Physical Plant's and Purchasing's websites, a Single Item Purchasing site. Use PCard. All prices include everything (delivery, setup, etc.) Select list of items and there are quantity limits
- Finalizing a space heater form for approval from physical plant
- Roosevelt's fume hood completion date? Scott Storrar will email Donald Keller directly with status

b. Capital Funding

- Not discussed

c. IT Projects

- Carl Powell Distributed handout, "Technology Update-December 2014 EEFC"
- Wireless
 - Work continues on King's installation
 - Scheduled for FY16: Brown/Munson (SU15) and the Village Apartments, Sculpture Studio, Starkweather, and Welch
- VoIP, most buildings up and running with the following FY17 installations scheduled: Briggs, King, Pease, Psychology Clinic, Rynearson and Sculpture & Ceramic Studios
- Additional IT Projects
 - Zimbra/EagleMail upgrade (late December/early January)
 - Google Drive replaces EMU U:drive

d. Classroom Technology

- FY16 planning Porter & Strong
 - Bill Shell working with Porter on classroom specifics
 - Design 11 rooms in Strong, power capacity issue (minimum replace all projectors), depending on electrical power, number of classrooms in Strong may be reduced. McKenny rooms will replace the reduced Strong classrooms (if applicable)
- FY15 Status
 - Alexander: 57% complete, 13 of 23 rooms
 - Roosevelt: 58% complete, 11 of 19 rooms
 - No work during finals week; carts will be installed week of December 22
 - All buildings at 100% first 2 weeks January
- Current Buildings Upgrade Schedule
 - Operational: Mark-Jefferson (Science Complex), Marshall, Owen, Pray-Harrold, Rackham
 - Installation in Progress (Fall 2014): Alexander, Roosevelt
 - Summer 2015: Porter, Strong (10 rooms)
 - Summer 2016: Ford, McKenny, Sherzer, Sill
 - Summer 2017: Boone, Bowen, Briggs, Halle, Olds-Robb, Psychology Clinic, Quirk, Sculpture/Ceramics, Warner

V. Computer Refresh

- No new information at this time

VI. Other agenda items

- New meeting time

- 3-Year Capital Plan – presentation January meeting

VII. Adjourn

- Meeting adjourned at 4:43 pm

Fall Term Meeting Schedule/Locations:

~~Thursday, October 16 – 3:30 pm to 4:45 pm – 401 Sherzer~~

~~Thursday, November 20 – 3:30 pm to 4:45 pm – 212 Rackham (current)~~

~~Thursday, December 11 – 3:30 pm to 4:45 pm – 152 Science Complex~~