

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	December 12, 2013
Time	9 am to 10:30 am
Location	207B Sill
Attending	Rita Bullard, Jim Carroll, Deb de Laski-Smith, Bob Densic, Tara Fulton, Sandra Hines, Chris Karshin, Don Keller, Marianne Laporte, Sandy Norton, Jeff O'Donahue (for Shawn Quilter), Eric Owen, Carl Powell, Mary Vielhaber
Absent	Brigid Beaubien, Colin Blakely, John Donegan, Patrick Koehn, Shawn Quilter, Fraya Wagner-Marsh

Meeting convened by Eric Owen at 9:03 am

I. Agenda approved

- Moved by Don Keller, seconded Chris Karshin, approved unanimously

II. Review and approval of November 21, 2013 meeting minutes

- Moved by Mary Vielhaber, seconded by Tara Fulton, approved 9 yes, 0 no, 2 abstention

III. Facilities Projects

a. Ongoing Campus Projects

- Fence by Coatings Institute – security issue, many initiatives are security in scope; sidewalks, lighting working with DTE on lighting corridor near dorms and northern campus
- Rackham moving along, scheduled electrical shutdowns during break Ford, Boone, McKenny, King, Welch, Rackham, and Sherzer for new electrical tie-in
- School house will have 2 scheduled shutdowns
- King internal electrical upgrading – shutdown during break
- Ombuds Office and Dean of Students areas in Student Center
- Alexander accreditation noise control issues – working with vendors to get work done by spring break
- Halle – Holman Success Center

b. Capital Funding

- Looking at ROTC Gym

c. IT Projects

- Carl Powell distributed handout outlining Wireless and VoIP status
- Wireless
 - Most buildings updated
 - Enhanced Wireless upgrades planned through FY17
- VoIP
 - VoIP installation
 - Steady installation of VoIP phones to all buildings
 - All buildings should be operational by FY16
- Google Apps for Students
 - Beginning Winter 2014, all incoming students put on Google system, not Merit/Zimbra
 - Dormant email accounts moved to Google Apps
 - Keep emich.edu address
 - Faculty currently testing Google Apps
- Is Emich.edu email primary vehicle for communication? Not currently, but developing policy
- Adobe creative cloud licensing increased pricing, making subscription software almost prohibitive. Carl will look into Adobe Creative Cloud – EMU not large enough to get site license, or would have to license every user at a large cost. Adobe not flexible.

IV. Computer Refresh Policy

- Eric accepting corrections
- Mary Vielhaber, laptop cart used by entire COB – laptop carts should stay on computer refresh
- CAS' laptop carts heavily used in college, especially in sciences – may have to increase program/class fees
- What about the ones with fewer numbers – only ones with 25 laptops would be in refresh – able to serve a class
- CHHS refresh lap – one and only lab be kept on refresh, Is it just a computer lab, or also classroom? Faculty can request use once a semester
- May rethink large Halle lab, IT open labs, redistribute some of the Halle computers to the colleges
- Thin clients in Halle because no need for specialized software
- Considered a laptop lab for students with own laptops? Students want to use laptops anywhere, not assigned a specific space. Provide tables/outlets around academic buildings
- Do we know how many computers for a 4 year/5 year refresh?
- Will use Mac Minis, thin clients, where appropriate
- Unless EEFC approves a lab, it will always be a college cost
- Next meeting each college come back with their recommendations for their colleges – send to Eric
- Vote at March meeting on lab criteria

V. Classroom Technology

Distributed handout "Instructional Technology for EMU Classroom Buildings December 2013"

a. Prepare for FY14/15 and Summer 2014

- Get approval from EEFC
- IT meet with colleges and deans
- Spring break electrical contractor start wiring – earlier start

b. FY14/FY15 building recommendations

- Alexander & Sill – FY14; Porter & Strong (up to 10 rooms) – FY15; Quirk, McKenny, Roosevelt, Halle – FY16; Boone, Sherzer, Warner, Olds-Robb, Ford, Briggs, Bowen, Psych Clinic – FY17
- Proposed Alexander and Sill for FY14, with the option to swap Roosevelt and McKenny for Sill if COT so decides after discussions with Jim Carroll.
- Motion to approve 2014-2015 building list with the caveat to swap Roosevelt and McKenny for Sill if the College of Technology so decides. Decision will be made by College of Technology by December 20, 2013 otherwise IT will go forward with Alexander and Sill. Once IT has cost information for Alexander, Sill, Roosevelt, Sherzer, Ford, Porter and Strong, will reconsider 2015 list.
 - Moved by Marianne Laporte, support by Deb de Laski-Smith, approved unanimously

VI. Other agenda items

- a. Winter 2014 Meeting Dates/Times – Robertta will send out email to committee with the Winter 2014 dates for end of Fall semester
- b. Rackham loop one shut down delayed until January/February
- c. Other devices: tablets, iPads, smartphones – does faculty need IT approval for tablets, etc. 3-year warranty when purchased by university?
- d. Using Purchase Order not PCard for buying computers is B&F decision

VII. Adjourn

- Meeting adjourned at 10:29 am

Fall Term Meeting Schedule/Locations:

~~Thursday, September 29, 2012 – 10:30 am to noon – 205 Welch Hall~~

~~Thursday, October 17 – 9 am to 10:15 am – 101 Marshall~~

~~Thursday, November 21 – 9 am to 10:30 am – 325 Owen~~

~~Thursday, December 13 – 9 am to 10:30 am – 207B Sill Hall~~

