

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	December 13, 2012
Time	9 am to 10:30 am
Location	204 Alexander
Attending	Colin Blakely, Rita Bullard, Jim Carroll, John Donegan, Matt Evett, La Verne Higgins (for Fraya Wagner-Marsh) Sandra Hines, Don Keller, Patrick Koehn, Eric Owen, Carl Powell, Shawn Quilter, Maria Sipos, Mary Vielhaber
Absent	Caroline Gould, Marianne Laporte, Barbara Scheffer, Fraya Wagner-Marsh

Meeting convened by Eric Owen at 9:12 am.

I. Agenda approved as modified

- Moved by Patrick Koehn, seconded Don Keller, approved unanimously

II. Review and approval of November 15, 2012 meeting minutes

- Moved by Don Keller, seconded by Patrick Koehn, approved unanimously

III. Facilities Projects

a. MJ Science Complex

b. King Hall

c. Capital Funding

- John Donegan said \$7.5M was approved for capital improvement, which includes funding for the Physician Assistant (PA) program, the Halle mold issue, and to convert single resident hall rooms to double rooms. Older resident halls may need to be opened if housing continues to grow. Also investigating private housing partnerships.
- Jim Carroll distributed Major Academic Facility Projects – 2012-2013
- When will Library ready? By December 2013. Mold will not be completely eliminated, but prohibited. Target is 55-degree relative humidity to prohibit mold growth. Conflict with preservation (needs cold) vs. mold prevention (needs control). Will be optimized for mold prevention, not archives.
- Warner renovations – wrestling arena put off for a year, is next fiscal year, per John Donegan. May not be single use (wrestling), started that way, but now multi-purpose discussions. May be modeled like practice facility. Problems with Warner locker rooms-some minor improvements (mostly safety concerns), but waiting until use decisions are made on Warner.
- Wireless technology reduction is from ILIT's old proposed move from Cooper, not in the classroom technology funds.
- Creating "Apple Store" type advising center in Student Center
- College of Business stairs will be addressed
- Rackham funds for PA program. \$2M for PA, \$1M for remaining improvements (alarms, ADA, etc.) Based on assumption that high-level facilities (simulation & cadaver labs) will be located at St. Joseph's Hospital with operating agreement.
- Convo Center: scoreboard, was to be over two years, will be one year
- Sculpture Studio: Colin heard that it would be done this summer. Susan Moeller commitment to be completed by August. Talk of move to receiving space (next to current sculpture studio). Physical Plant working on plans to move to central stores. No funding committed.
- High priority asset preservation and infrastructure: Sidewalk repair, ADA (\$150k), roofing (\$1M) for Sill, Alexander, Sherzer and other buildings

d. FY13 Campus Projects

e. IT Projects

- Wireless and Classroom Technology projects, traded \$500K from classroom tech to wireless for this year, will trade back for next year.
- Mark Jefferson, Marshall, Porter and Quirk will be finished this month, with Boone, Fletcher, Ford, McKenny, Roosevelt, Sherzer, Snow, and Pierce updated in the spring. Will update the remaining buildings next year then focus will go to residence halls after academic buildings are completed. Residence halls will need wiring.
- VOIP: Sill, Strong (Dec), 9 buildings for 2013. AT&T is the VOIP vendor.
- Wireless project is in year 1 of 3, VOIP in year 2 of 3
- Box.net project (storage in cloud) status. Business case too light to commit.
- VOIP Phase I – inventory, training will follow.

f. Relationship between EEFC to IT Academic Advisory Committee

- Matt Evett: Provost looking into a possible merge of EEFC and IT Advisory committees.
- Carl Powell explained the current IT governance hierarchy
 - Steering
 - Advisory Committees: Academic, Non-Academic, Infrastructure
 - Operating committees
 - Same issues discussed at Steering and Academic Advising.
- Concerns: EEFC looks at non-IT related issues. Care needs to be taken in appointing faculty to joint committee.
- Carl Powell and John Donegan joining EEFC changed the committee's direction
- Goal? We have many committees, are all needed? After changes in structure, do we need all these, or different?
- IT committee members had interest in IT, but not case in EEFC (and shouldn't be changed). Will it lengthen the meeting time? Maybe EEFC become "steering" with two advising committees (IT, Facilities) established.
- Remain the same, with one joint meeting each semester
- Discuss ideas/concepts – technology recommendations for EMU
- Subcommittees: IT, facilities with this structure, careful with appointments
- Knowledge of IT systems in members increased. Committee is more "what do we want, then hand off to IT/Physical plant" for implementation.

IV. Technology Projects

a. Classroom Technology Refresh

- Jim Carroll distributed handouts, "Classroom Technology Schedule" and "Classroom Technology-Alpha Room Build"
- January meeting in either the Halle Alpha/Beta rooms
- Recent meeting Dean Backos, Eric Owen, and IT for project status update
- Alpha Room will be in Faculty Development Center, Beta Room moved from G11 Halle, to 217 Halle
- Schedule of installation falls over two fiscal years
- Long term strategy: Centralized location, rooms wired to communicate with centralized location. Support will be in IT. This can change as we work with equipment.
- Support in year one: four buildings supported by IT funded college techs. Other college techs supported by colleges, will look at how to incorporate them in the support. Some issues solved online/some need for dispatch.
- John Donegan wants a MOU on the Classroom Technology support and maintenance.
- Selection of classrooms to be upgraded based on biggest impact on students (based on age of equipment, etc.). Techs know the room usage in their buildings. Four buildings will be selected – Owen, Marshall (definite), Sill/Roosevelt, Alexander/Quirk (possible) to be outfitted.
- Alpha room: how intuitive to use? If not, how will it be changed to make it? Is the equipment correct? What are preventative maintenance needs and how are they met?
- Don Keller concerned that his college tech has information on this project by he doesn't. He's getting questions from faculty, has no answers.
- Faculty will be able to schedule 217 Halle for classroom use. How do we communicate to faculty for next semester? Reserve for use? FDC training sessions in Alpha Room. Better to wait until the rooms are built before

announcing to faculty.

- Do we have systematic process for evaluating the rooms/technology?
 - Classroom Technology-Alpha Room Build lists two systems (behind the scenes technology differences) being considered. Rooms overdone in order test/train. Actual classrooms will be different based on their needs. Jim Carroll has all the specs, will upload to the cell.
 - Past experience: equipment installation issues, not equipment itself
 - Moveable mounting scheme for monitor placement vs. wall mount
 - As part of the onsite pre-bid walk in Feb/March, AJP will evaluate rooms, including the wiring/connections.
 - If a college decides to put in own unique systems, will not be supported by college techs. Classroom Technology rooms will be set up to standards of Alpha/Beta rooms, those will be supported by college techs.
 - Matt Evett: need to delegate champions for support of systems. College techs are a resource in first year in determining overall support. Carl Powell: will need to request funding for support/maintenance, operational items. An initial support budget will need to be estimated and established.
 - Expectation on collaboration with non-IT techs: a single centralized group for support is best option. Library, COE, CAS techs - will spend first year figuring this out. If needs to be centralized, should be centralized.
 - Only central campus, not remote sites. They're leased spaces.
- b. Academic Affairs Laboratory Computer Refresh
- Eric Owen reported Don, Marianne, he, working to determine criteria for labs for refresh.
 - Created a survey. Will distribute to the committee for review/feedback
 - After survey, review current labs against the criteria
 - Pursuing additional funding for computer refresh
 - To whom will survey ultimately be distributed? Associate Deans
- c. EEFC Classroom Technology Survey

Eric Owen tabled remaining agenda

V. Committee Goals/Agenda Items for Year and next meeting

- a. Ideas?
- b. Projects?

VI. Adjourn

- Meeting adjourned at 10:52 am

Fall Term Meeting Schedule/Locations:

~~Thursday, September 20, 2012 – 10:30 am to noon – 205 Welch Hall~~

~~Thursday, October 18 – 10:30 am to noon – 213 Porter~~

~~Thursday, November 15 – 9:00 am to 10:30 am – 125 Quirk~~

~~Thursday, December 13 – 9:00 am to 10:30 am – 204 Alexander~~