

## Meeting Notes

Item	Description
Name/Title	Education Environment & Facilities Committee
Date	February 19, 2009
Time	1pm
Location	320 Halle
Attending	Michael Bretting, Wade Tornquist, Bob Neely, Fraya Wagner Marsh, Dave Crary, Sandy Hines, Mary Brake, Steve Camron, Polly Buchanan, Dennis Beagen, Matt Evett, Eric Owen
Absent	Deb deLaski-Smith, Mary Vielhaber

### I. Approval of Minutes from February 5, 2009

This will be done at the next meeting as not everyone had time to review the minutes.

### II. Guest discussion: Sean Braden – Space Utilization/Swing Space

- Sean Braden and Scott Storrar presented some of the preliminary findings from the Paulien Study that was completed last year. These results were based on the Fall 2007 course schedule (see attached)
- Swing Space: Construction on the Science Complex and Pray-Harrold will at some point overlap. Even before that happens, there will be a need to relocate some classes due to issues along the construction zone at Mark Jefferson. Not only will classrooms need to be relocated, but office space for faculty and staff as well. Finding temporary space will be necessary and many options are examined. Can we consolidate space by sharing offices? Is there any way to rearrange hours? Can class scheduling be changed? What will the cost of renovating existing unused space for office/classrooms? These will also present challenges for security, parking, technology, and aesthetics of space. Where can we move research labs and specialized instructional labs?
- Wade Tornquist, Dave Crary and Sean Braden have toured the buildings on campus and have a good idea of where there could be space to be used for offices or classrooms. None of the areas are “move-in ready”, but it is available for consideration.

#### Next steps:

- We will work on finding alternate space/rooms for classes that are impacted by the construction for this semester. It will be important to have the ability to move classes for spring and summer out of Mark Jefferson. This should be relatively easy, as the numbers of classes are fewer leaving more usable options.
- Fall will be a challenge, as that schedule is already set and will require some time to prepare other spaces for smaller moves.
- Winter 2010 will be scheduled using R25 where we can take rooms off-line. This will start to be done in June/July as the departments begin to put their department course schedules in place.
- Mary Brake inquired if a student survey has ever been done regarding the scheduling of classes and how they feel about when classes are offered. Bob Neely indicated that while he isn't aware of anything like that, it certainly is worth considering..

### III. Guest discussion: Elaine Logan/Rita Bullard ARC software

The ARC is a robotic storage and retrieval system that currently is used at 80% of its capacity. In the last 10 years, no upgrades have been made to the system and the software

is now obsolete to the point of the vendor no longer supporting it. If an upgrade is not soon made and the ARC fails in some way, it would be crippling to the library's ability to provide service to the campus because a huge portion of the collection would be unusable. The Library is asking for one-time funding of \$325K to install software upgrades and provide ongoing maintenance support. This would bring the ARC up to current optimal levels. To finish the installation of the additional bays would require funding of \$2.5million.

#### IV. Final communication/planning diagram for coordination of Swing Space.

- The diagram was received with positive feedback from the group. It will be made available on both the Science Complex and Pray-Harrold Modernization websites.

#### V. Resource 25 Update (Wade Tornquist)

- The current state of R25 reflects how we are doing business with classes and schedules as of now. The courses and rooms have been loaded into the system and R25 and Banner "talk" every few minutes checking for updates to the system. This will become important as we move forward with relocating classes that are currently in place – should that need arise.
- This spring, there will be training workshops on campus for those that will need to use the system to schedule events/classes.

#### VI. Revised EEFC Subcommittee Working Groups

- The name for the second subcommittee was changed to reflect more of what its intent should be.
- Each group needs to identify a leader and then begin meeting about the tasks. It was suggested that the Educational Environment-Facility Needs, Preservation & Renovation group meet with the Physical Plant at some point in order to see what is on the list that they keep and how that should be prioritized.
- The MJ/PH Swing Space group and Centralized Scheduling/Space Utilization group should communicate about policies and how to begin implementation.
- The Laboratory Computer Refresh group – has a bit of "down-time" for now, but will move forward with their work in another month or so in order to be ready for fall semester.

#### VII. Agenda topics for next meeting

Next meeting will be on March 12<sup>th</sup>.