

## Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	February 23, 2012
Time	10:30 am to Noon
Location	472 Owen
Attending	Rita Bullard (f-AAUP), Jim Carroll (a), David Crary (f), John Donegan (non-voting), Sandra Hines (f), Don Keller (a), Eric Owen (f), Wade Tornquist (a), Mary Vielhaber (f), Fraya Wagner-Marsh (a)
Absent	Dennis Beagen (a), Caroline Gould (f), Matt Evett (f), Shawn Quilter (a), Barbara Scheffer (a), Steven Webber (f), (Library (a) vacant)

**Meeting convened by Jim Carroll at 10:35 am.**

### **I. Agenda approved as distributed**

- Moved by Eric Own, seconded by Sandra Hines, approved unanimously

### **II. Review and approval of January 19, 2012 meeting minutes**

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

### **III. December Classroom Equipment Recommendation**

#### **a. Faculty Senate support/feedback**

- David Crary updated the committee on the Faculty Senate's review of the resolution and their further recommendations.
- The committee appreciates the Faculty Senate's consideration and thanks them for their input.

#### **b. Implementation planning**

- Jim Carroll suggests identifying the classrooms with no classroom technology, then to further identify the ones that are heavily used. These should be the ones to first be fit with the minimum standard. The committee would prepare a multi-year schedule of classrooms to upgrade to the minimum standard. Jim Carroll would work with Carl Powell and John Donegan on budget for project. Bill Shell is developing a basic inventory for each classroom – projector, document camera, computer and controller. This will be entered in R25. R25 contains the Fall 2011 classroom usage. Jim Carroll requested Wade Tornquist to have this info at next meeting (March). Jim meets with Bill Shell next week.

#### **c. Problems with Pray-Harrold/Mark Jefferson equipment and action plan**

- Wade Tornquist explained that the large lecture halls in Mark Jefferson and Pray-Harrold were set up by different vendors than set up the smaller classrooms. The first item was to understand how much of the problems were created by users and how much by the installation/components. They locked the cabinets, set out instructions, and labeled items/plugs. A punch list was created and Scott Bruney checked each item. If it was an item not caused by users it was referred to vendor for repair/replacement.

#### **d. Computer Lab refresh**

- Eric Owen distributed the master computer lab refresh inventory, and IT report for Academic Affairs units purchased. He is waiting for updated unit costs from IT before he can complete this year's request. Jim Carroll verified with colleges/library their labs in refresh. Jim Carroll will provide the verified data to Eric Owen.
- Is there as solution to the base spec machine operating slowly with basic computer image? Eric Owen explained that the college tech could provide information as to how much disk space is adequate to run the basic computer image. This will provide a realistic base spec machine. Thin client systems are an option for labs. Is there a way to record portable labs usage? Jim Carroll reported he was told by CHHS they use it for adjuncts and PT lecturers, COE uses it for the classrooms, and COT uses it for 'occasional use' instead of scheduling class to lab. Is it possible to price/purchase only towers if you do not need monitors, keyboards, mouse, etc?

e. Start of Semester emails re: classrooms

- Should continue as a 'best practices'. Will start up again for summer 2012. Rhonda Longworth/Jim Carroll will facilitate. Pictures are housed in CAS, need to be moved to central area. Don Keller thinks they're on the interactive map.

• **IV. Asset Preservation**

a. Sill Blitz

- Physical Plant personnel will do the work next week during break. Inventory reviewed by personnel and they identified additional or underlying issues which needed correction. Painting completed last week. Maintenance process is task oriented/trade oriented where each trade doesn't know what others are doing, the blitz removes this barrier. Directional signage needed

b. Other colleges-completion of templates

**V. Faculty Offices (moved to March 22, 2012 meeting)**

a. Survey-COT 23 faculty with shared offices, COE none, others?

b. King Hall Student project

c. other possible space-Goddard?

**VI. Physical Plant Updates**

a. Mark Jefferson renovations timeline

- Floors 3-5 are on schedule. Will do much of the work during summer semester. Beginning in May work will start on the parking access; you will be able to by-pass the Washtenaw/Oakwood intersection. The building will be ready for occupancy in fall 2012, but will still be working on 3-5 during Sept-Dec 2012.

b. Strong Hall review of scope

- New capital improvement criteria from Lansing – works to EMU advantage. Need to update scope, write around new criteria. Use Mark Jefferson funding as leverage to get Strong funding. Science Complex one of three buildings – Mark Jefferson, Strong, and the addition. What's the timeline for the project? John Donegan needs funding before he can prepare the new project scope. Met with Board of Regents on asset preservation and capital planning. There is \$50M in deferred maintenance on campus. Parking lots need improvement (McKenny, other lots).

c. Pray-Harrold wireless

- Remaining Pray-Harrold funding to be used to fix wireless. Needs list of equipment from IT to fix the wireless problem. Not enough capacity in wireless network, demand for wireless greatly increased since the project scope was written. More wireless was put in Pray-Harrold than before but couldn't anticipate demand.

d. Rackham renovations

- Design complete and bid process started for window and HVAC replacement. Work will begin in summer and will be complete by fall 2012. There will be no programmatic changes, but may paint if there is funding. Funding available for only windows and HVAC.

**VII. East Campus Access (moved to March 22, 2012 meeting)**

a. Theatre access problems

b. Tie-In with Arts/Tech Village

**VIII. Next Meeting (March 22, 10:30-Noon, 218 Pray-Harrold):**

Meeting adjourned at 12:03 pm

Next Meeting: Thursday, March 22, 2012

10:30 am-noon

218 Pray-Harrold