

## Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	February 3, 2011
Time	10:00 am to noon
Location	304 Student Center
Voting Attending	Dennis Beagen (co-chaired), Rita Bullard, Steve Camron, David Crary (co-chaired), Matt Evett, Ali Eydgahi, Elaine Logan, Jon Margerum-Leys, Eric Owen, Barbara Scheffer, Wade Tornquist, Mary Vielhaber
Non-Voting Attending	John Donegan, Sean Braden
Absent	Sandra Hines, Don Ritzenhein, Fraya Wagner-Marsh

### I. Approval of Agenda

No changes or additions to the agenda as presented.

### II. New Members

Due to February 2, school closing, the Faculty Senate didn't meet, no new COT appointee

### III. Review and approval of minutes from January 20, 2011

**Motion:** Moved by Eric Owen to approve minutes from January 20, 2011. Seconded by Dennis Beagen. **Motion carried:** 9 yes, 0 no, 1 abstention

### IV. Capital Spending Projects: John Donegan

#### A. Fletcher: ACC / Children's Center-underway

- Slightly behind on design schedule, but don't anticipate it will affect the construction and relocation of The Children's Institute by the beginning of Fall 2011 semester.

#### B. Strong: on indefinite hold, pending future Lansing action (~\$38M)

#### C. Possibilities for upgrades for office/class/studio space

##### 1. Rackham-to relieve CHHS crowding in Marshall

- Barbara Scheffer reported on CHHS's plans for Rackham. Because of the growth of programs, Marshall is running out of room. Rackham has been proposed as the office, classroom and lab expansion space for CHHS. John Donegan added that these projects depend on funds. CHHS is very expensive from a facilities standpoint. Building a simulation lab is building it at hospital standards, even though no patient care occurs. Rackham's windows and HVAC (steam heat) need replacing. However, the building has a lot of attributes that should be kept. After the Children's Institute moves, Rackham will essentially be vacant and available for CHHS to use. David Crary inquired about the proposed cost of renovation; he referenced the December, 2010 "Proposed 5-year Master Capital Plan" figure of \$7M. John Donegan replied that the \$7M figure is desired but he didn't think that amount would be awarded for Rackham's renovation at this time.
- David Crary asked which projects will be in the queue for state funding and which will be internally funded? John Donegan explained that Strong and Integrated Arts are the only projects in the queue for state funding, and it will remain that way. He believes that too many projects up for state funding will be detrimental to EMU's potential funding. All of the remaining projects will be funded out of local funds, and without borrowing money.
- David Crary inquired about what is included in the \$7M proposed renovation cost. John Donegan clarified that the \$7M is the full renovation cost, but that building simulation labs are expensive to build. In order for this project to proceed, the dean's office will need to produce a business plan.
- Eric Owen asked if CHHS would be the only occupant in Rackham after the renovation. John Donegan answered that is his understanding. He added that there are some other programs, classes and administrative departments in Rackham and that the situation with these will need to be sorted out.
- Barbara Sheffer added that CHHS is in their strategic planning process and that the development of a business plan for Rackham would fit in nicely with that process. She asked for a copy of the Rackham building floor plans. John Donegan will provide her with them.

2. Goddard-first step toward Arts Village for art studios, theatre space, COT labs
  - Dennis Beagen shared a brief history of the Arts Village with the group. He's working with Colin Blakely to develop plans to use the first and second floors of Goddard for faculty offices, rehearsal and performance space, and classrooms. Elaine Logan added that the condition of Goddard is horrible, and wondered if it is worth renovating. John Donegan explained that it is a sound structure and by renovating as opposed to demolition, it saves money.
  - Eric Owen asked what is the proposed cost to renovate Goddard. John Donegan stated the first phase would be \$40M. He added that by starting the renovation with the \$3.5M, it will allow the building to be used. Additionally, chances are better for state funding if the building is in use.
  - Dennis Beagen stated further that CMTA's enrollment in the last five years is up 35%, and all three Arts departments are up and the Arts Village will help support this growth. Quirk doesn't have rehearsal space, the Forensics team coaches multiple members in the same room, actors rehearse in the hallways. All of this is the result of the program's growth. The Music Department has 90 rehearsal rooms, Quirk has one. Goddard has many rooms and is a potential solution.
  - David Crary asked when activity on these buildings can be started without spending a large amount of funds. John Donegan shared that his department is currently exploring this and have hired a consultant to look into these possibilities. He added that they're using the same Swing Space guidelines developed by Wade Tornquist. One complication is the changing of minds on where their faculty offices are located.
  - Wade Tornquist said that there are different ways in which to organize colleges. One is programmatically and the other is where budget isn't an issue. If it's discovered that moving a department out of Pray-Harrold will be cost prohibitive, then the department will stay in Pray-Harrold. There are different solutions but much of it is based on budget.
  - Dennis Beagen added his belief that EMU should be recruiting the bright students, who want to study the sciences, business, etc. but are interested in the Arts. The best students are all involved in the arts.
  - The committee wanted to know who developed the Science Complex business plan. John Donegan and Wade Tornquist answered that Andrea Jaekel developed it with input from CAS.
  - David Crary inquired if there was the capability and/or need to start more than one project. John Donegan replied that all of that would depend on funding. He added that there is also competition for what funds are available. There are maintenance needs, accessibility for the disabled needs, and other essential needs. These are high priority because they must be done. One of the benefits of the renovation of these old buildings is the elimination of the deferred maintenance issues. Because the windows, HVAC systems, etc. are replaced the deferred maintenance needs are reduced. In addition to saving on deferred maintenance, energy costs have gone down with these improvements.
  - Wade Tornquist observed the intangible for the business plan of the increased number of students interested in attending EMU based on these enhanced facilities. Dennis Beagen also observed that the alums are very interested in the campus improvements.
3. McKenny 4<sup>th</sup> floor-administrative office space
  - David Crary asked if there are specific administrative offices that have been identified to occupy the potential 4<sup>th</sup> floor renovated space. John Donegan replied that it's still to be determined but that some potential occupants could be WEMU, Alumni Relations, and Faculty Senate. The general thoughts on occupants are the groups which bring people to the campus. David Crary added that last year it was suggested that the first-year student services could go to McKenny. Academic Programming is another potential occupant.
  - Matt Evett commented on the meeting rooms in McKenny and Barbara Scheffer asked how would one go about requesting to use those rooms. John Donegan added that no one has ownership of the building.
  - John Donegan added that the 4<sup>th</sup> floor cannot be occupied until a stairway exiting to the outside is installed. That issue is the majority of the cost of the renovation.
4. King-faculty office space
  - David Crary opened the discussion with a summary of the project and funds needed, \$12.25M. He added that this is the most expensive project by far, and many of the occupants of the building don't use it year round, that maybe this project should be deferred until other projects can be completed.
  - Matt Evett asked about the square footage of the buildings. King is 61,000 sq ft, and will cost about \$200/sq ft to renovate. Goddard is 46,000 sq ft and will cost \$150/sq ft to renovate. John Donegan explained how the Physical Plant determines budgets for these projects. One way is rough order of magnitude - it costs \$400/sq ft to build new, it costs \$200/sq ft to renovate existing. Another way is to build to the budget; determine your budget, and then renovate what you can within that budget.

- Wade Tornquist asked why Rackham couldn't be a state funded project. John Donegan explained that Rackham is too small of a project to navigate Lansing's politics. He further stated that Strong at \$40M is a small project.
- 5. Sill-request submitted after December meeting, two classroom upgrades, plus general upgrades for entire building
- David Crary provided some background information regarding Sill's request for capital funding, which is described above. He further inquired if the project would be one project or broken down to an on-going classroom project and the other general upgrades as capital funded. John Donegan said he added the Sill project to the proposed Capital Funding as written by Ali Eydgahi. He added that he informed Morell Boone that the plan was added as submitted. At that time Morell Boone indicated he would have an addition submission, but John Donegan hasn't received it yet.
- Ali Eydgahi added that COT had a plan with momentum but a few years back that all stopped. John Donegan explained that because of the retirement of a COT administrator the Arts Village project lost its COT representative. A replacement was never named.
- Ali Eydgahi went further to explain scope of the Sill project. He stated that faculty space is needed, because just as in the other colleges, faculty share office space. He also asked where COT is in the order of these projects, and what happened to the previous COT plan? John Donegan explained that he had no knowledge of the COT plan. He further explained that self-promotion is needed to get COT in the queue. He also stated that COT has been silent. In addition he explained that he approached every dean with the same request for projects. The one's who responded, their projects were added to the queue. How the projects are funded and prioritized are between the deans and the Provost.
- Dennis Beagen stated that he was aware of the self-funded COT program statement which was in place years ago. He added that at one time there was talk of moving science and technology together into the new Science Complex, but that COT opted not to go there.
- Wade filled in the history of the facilities projects; COB was taken care of 20 years ago, COE was ten years ago. What were left were miscellaneous buildings in CAS and COT with needs. CAS' buildings are being addressed now. Sill needs addressing, it is the COT and its building needs to reflect that. Elaine Logan added that the one thing to learn from the successful projects is persistence. David Crary further explained that this discussion of the proposed 5-year capital plan is new to the committee, not something that has been done in the past. He continued with the recommendation that COT find someone to work with the Arts Village committee.

#### V. Resolution regarding IV.C above?

- David Crary recommended a resolution to go to the Provost, but asked John Donegan what he needs to move forward. John Donegan replied that a prioritized list of recommended projects needs to go the Provost. In addition to the prioritized list, a business plan would need to accompany it. The difference between the business plans for Goddard and King would be some projected revenue enhancement with Goddard by way of potential increased enrollment. He further added that this committee adds the programmatic prioritization, which is essential to the process.
- John Donegan explained some issues that may interfere with these proposed projects. Projects that weren't on the capital funding list at the start may arise and take precedence over the ones on the list. Another factor which may delay a project is a designated funds request by a donor.
- David Crary offered the following as a potential Resolution: After reviewing proposals for capital expenditures, the Committee recommends that priority be given to those projects that meet programmatic needs in areas of expansion. The Committee would prefer that priority be given to Goddard, Rackham and classrooms in Sill.

**Resolution:** Moved by Ali Eydgahi. Seconded by Mary Vielhaber. **Discussion**

- Mary Vielhaber said that in order to prioritize, we need data on the different programs. Dennis Beagen wanted to add recognition of excellent information exchange with the Physical Plant. The committee would also provide a prioritize list at a later date. Jon Margerum-Leys stated that he believes Sill should be the number one priority.

**Motion carried:** unanimously

Below is the revised resolution (by co-chairs Dennis Beagen and David Crary) for presentation to the Provost. The Educational Environment and Facilities Committee thanks Physical Plant for an excellent exchange of information and discussion of academic affairs projects contained in the Proposed 5-Year Master Capital Plan.

After reviewing proposals for capital expenditures, the Committee recommends that priority be given to those projects that meet programmatic needs in areas of expansion. The Committee would prefer that priority be given to Goddard, Rackham and classrooms in Sill.

The committee will evaluate additional information on these projects in the near future with a goal of providing a more refined list of priorities over the next two months.

#### VI. Classroom Equipment Subcommittee – Preliminary Report

A. Review of survey questions

B. Timeline?

- David Crary asked if there were any additional comments or questions on the survey. Hearing none, he thanked the subcommittee for their work on the survey.

#### VII. Old business:

A. Expanded computer refresh program

B. **Need info from colleges on number of faculty with shared offices**

C. Scheduling

D. Safety

#### VIII. Future Agenda Items-when to schedule these?

A. Expanded computer refresh program/classroom equipment

- Eric Owen asked that this item be a key item on the February 17 meeting agenda

B. Number of shared faculty offices in different colleges

C. Arts Village

D. Other

- David Crary asked if there were any other questions or comments. John Donegan stated that in his line of work form follows function. He further added that this committee's role is to provide the function for form to follow. The most important service this committee can provide is a prioritized list of projects in the academic mission.

#### IX. Winter Term Meeting Schedule / Times

January 20, 2011	10 am to noon	302 Student Center	Completed
February 3, 2011	10 am to noon	304 Student Center	Current
February 17, 2011	10 am to noon	302 Student Center	
March 17, 2011	10 am to noon	302 Student Center	
April 21, 2011	<b>10:30 am to 12:30 pm</b>	302 Student Center	

Meeting adjourned 12:00 pm