

Meeting Notes

Item	Description
Name/Title	Education Environment & Facilities Committee
Date	February 5, 2009
Time	1pm
Location	320 Halle
Attending	Bob Neely, Wade Tornquist, Dennis Beagen, Eric Owen, Matt Evett, Deb deLaski-Smith, Mary Brake, Fraya Wagner-Marsh, Polly Buchanan, Michael Bretting, Dave Crary, Steve Camron, Sandy Hines,
Absent	Mary Vielhaber
Special Guest	John Donegan

I. Approval of Minutes from 1/22/2009 Fraya Wagner-Marsh motioned to approve/Matt Owen second – PASSED

II. Guest: John Donegan

Paulien space utilization study – this was a professional consulting firm to look at how we are utilizing space for academic purposes. This was difficult because we don't manage our space collectively, we manage by colleges, and sometimes we have events in what are considered "academic" spaces. The aggregate data describes the overall capacity in classrooms and labs, and segregated by college and business uses. Paulien looked at how the classrooms were used and the number of students that were present at any given time. They also looked at if we were using our classrooms to the best capacity which we were not. The data will be used to investigate how the spaces are being used and specifically to determine what can be used as for the Mark Jefferson/Pray Harrold renovations.

The document will be made public in the very near future .

At some point we will have two major projects happening at the same time. Mark Jefferson will be a bit more self-contained in regard to classrooms as its renovation moves forward. Pray Harrold will be a different issue as parts of the building will be taken off line and those classes or offices will need to be moved somewhere else. The study will help ascertain what areas of campus, and what buildings can be used to offset any classroom issues so that student learning is not impacted. This may include co-mingling some of the colleges and not necessarily scheduling each college in its own building.

It is important to remember that this does not have to be done "today". We have time to really look at the situation, and give the Physical Plant and its contractors time to come up with a plan and present it to the educational community.

Bob Neely: there is a lot of speculation about the Paulien study and a lot of curiosity some of the elements of it. When will the study be available?

John – could be as early as next week. It needed to be cleaned up a bit before it could be presented. The group owes us one or two more trips and we hope to capitalize on those trips to get them in front of one or two more groups on campus.

Bob – it would be nice if we could coordinate that and have them talk to this group or D/DH/SD. We could have a special meeting to accommodate that.

John – the report will be done before we can get the trip put together.

Bob – ideally that would be good, so we could review it before and that would generate questions.

John can have Sean send out the power point marked as draft. Laura will send out the committee email addresses to Sean.

Wade Tornquist indicated that CollegeNet would be on campus in the next week to finish inputting the data for the centralized scheduling software. The plan is to take Fall 2008 schedule and put it in the system and run it without Pray Harrold and see if we can run without that building. The same will be done with Mark Jefferson.

Eric Owen asked if it would be possible to look into buildings that are currently mothballed?

John said that the only buildings that were in the study were those that are currently in use. All the Physical Plant needs from the Provost Office is some help organizing to get the process rolling.

Dave Crary asked about the situation with IT space in Pray Harrold and the use of two different firms for floor one versus two through seven. Is there a way to make these a unified project? Will the firms work together to develop a student commons area or food court or additional computer lab space? Can they work together to come up with a welcoming north entrance to the building and give access to the first floor elevators? Is it necessary for IT to have as much space as they currently have?

John Donegan explained that the IT situation was an emergency that put the entire campus at risk. Physical Plant had to do something as at the time there was only going to be \$10 million for Pray Harrold. \$2.6 million is what it is going to take to correct the situation in IT. Sean will coordinate the projects and he will work with both firms to integrate what needs to be done.

Another issue of general building maintenance was brought up for discussion regarding priorities. Physical Plant does have such a list, but they do not “live in the buildings” and do not know what the most important issues are. If this committee could provide guidance, it would help them to get rolling with those projects.

To wrap up – John said that he would send both the Paulien power point presentation, and the Capital Outlay document. He would like to meet with the swing space subcommittee to get a better idea of what can be done. He will also work with Academic Affairs and coordinate at time to bring the Paulien group back to campus.

3. Draft of communication/planning diagram for coordination of swing space

Bob presented the group with a preliminary outline of a communications and planning diagram. Some suggestions were made as to adding the AAUP as part of the loop, and some of the other colleges that hold classes in Pray Harrold and Mark Jefferson. It would also be helpful to include faculty, students and staff, SOC and all other senior administrators.

If classes are moved to buildings –such as McKenny, Halle and the Student Center – then at some point the people in those buildings need to be included.

FrayaWagner-Marsh also requested that a list of who is on each of the Advisory Committees and Executive Committees be made available.

Dave Crary moved to accept this as a draft document/Deb deLaski-Smith second. PASSED
Bob will make the modifications and distribute electronically.

4. Draft of EEFC Subcommittee working groups

The decision was made to remove the Policies group, as policies will be made within each group as they progress.

5. Discussion of PH proposal (per D. Crary request) – communication between firms working on Pray Harrold.

This was covered in the discussion with John Donegan.

6. Agenda topics for Feb. 19 meeting?

Wade gave an update on the Course Management System Committee that is working to move the campus to one CMS. There are different subcommittees within that group and each are working on different aspects of the selection process. It is possible that the group will recommend to the Provost either one of the current systems or possibly switching to a new system. A public site will soon be up where people can check the progress and see how the decisions are being made.

Eric Owen stated that Elaine Logan would like to come to the group and discuss the ARC system.

Dave Crary suggested that Sean Braden be invited to address the group.

Future meeting dates:

February 19

March 12

March 26 (this is during Week of Excellence and might need to be rescheduled)

April 9

April 23.

All meetings are in 320 Halle from 1-3pm.