

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	January 14, 2014
Time	11 am to 12:15 pm
Location	205 Welch
Attending	Brigid Beaubien, Colin Blakely, Rita Bullard, Jim Carroll, Bob Densic, Deb de Laski-Smith, Tara Fulton, La Verne Higgins (for Fraya Wagner-Marsh), Sandra Hines, Chris Karshin, Marianne Laporte, Sandy Norton, Eric Owen, Carl Powell, Shawn Quilter, Mary Vielhaber
Absent	John Donegan, Don Keller, Patrick Koehn

Meeting convened by Eric Owen at 11:06 am

I. Agenda approved

- Moved by Mary Vielhaber, seconded Tara Fulton, approved unanimously

II. Review and approval of December 12, 2013 meeting minutes

- Moved by Tara Fulton, seconded by Deb de Laski-Smith, approved as corrected 10 yes, 0 no, 2 abstention

III. Facilities Projects

a. Ongoing Campus Projects

- Fletcher: ACC and security upgrades
- DPS / security updates in future; additional officers to be hired, lighting upgrades on campus
- Cooper Building sold, Linguistics moving to Pierce
- SC Ombuds office under construction, waiting for glass delivery
- Rackham construction on schedule; up and running for May 2014
- McKenny; new transfer center and Service EMU Center, one-stop for students, project begins in February
- King electrical scheduled for week of April shutdown, WEMU will run on back-up power
- Sculpture Studio; February for design, on schedule to be completed and move-in at end of July
- Alexander accreditation item; Band and Choir room acoustical work will be addressed this semester
- Minor work in Holman Success Center in Halle

b. Capital Funding

- Capital Funding priority list: State guidelines, physical condition of buildings, and Educational Priorities/Goals. This will be the means to add input into the Capital funding process. Bob Densic and Jim Carroll will finalize format.
- When does development of capital plan start and then finalized? Starting now, wraps up in March. EEFC does not have any feedback in Capital process. That's the goal of the priority/scoring system introduced.

c. IT Projects

- Carl Powell distributed handout outlining Wireless and VoIP status
- Wireless
 - Most buildings updated
 - Enhanced Wireless upgrades planned through FY17
- VoIP
 - VoIP installation
 - Dec 2013 – installed VoIP phones in Mark Jefferson & Pray-Harrold technology enabled classrooms
 - Housing March 2014, Rackham April 2014
 - All buildings should be operational by FY16
- Google Apps for Students
 - EMU Mobile, currently a hosted service, will bring in-house within the year. This will enable IT to add to it and work with Marketing to merge the various websites. Does include maps.

IV. Computer Refresh Policy

- Eric Owen received letter from CHHS to retain single lab in refresh, and had a discussion with La Verne Higgins regarding COB's laptop carts. Still waiting for input from other colleges
- Goal to finalize and vote on criteria for labs to have policy in place by March in time for lab refresh recommendations in April
- Faculty requests should go through the colleges, and not directly to Eric Owen

V. Classroom Technology

Distributed handout "Instructional Technology for EMU Classroom Buildings January 2014"

a. Prepare for FY14/15 and Summer 2014

- Roosevelt and Alexander will be done this summer, and for summer 2015 will do Porter and up to 10 lecture areas in Strong
- Sculpture/Ceramics are missing from the list of classrooms. Carl Powell will add them to the list.
- Who is responsible for the maintenance of existing classroom technology/wiring? Bring these items to dean's office; classroom problems go to physical plant through deans' offices to prevent multiple requests for the same issue.
- Are EPEO off-site classrooms included in the Classroom Technology program? No
- Bill Shell and Carl Powell walked through Roosevelt, will walk Alexander to make sure the technology matches the program needs
- Alexander and Roosevelt will have same equipment as last year's classrooms, no changes to training rooms/training/design, etc. Hope to eliminate the rush of this past year.
- Wiltec will eventually cost estimate all buildings
- Summer B classes – move all classes out of Roosevelt and Alexander not have classes to allow for construction
- COE should begin Summer B classroom planning for Summer 2015

b. FY14/FY15 building recommendations

- Buildings for FY14, FY15 are set, FY16, FY17 on list to capture all classrooms, list open for changes
- Carl Powell will add McKenny to FY14 with Asterisk (to be completed if budget permits) per the list approved in December EEFC meeting
- Should select FY16 buildings in Fall 2014. Because Capital budget is 3-year, discussion of FY16 buildings must be sooner rather than later. Will finalize in next (March) meeting for recommendation for Board of Regents.

VI. Other agenda items

a. Classroom Furnishings

- Blinds, painting through FF&E process, they are departmentally funded. Not part of Classroom technology upgrades.
- Classroom furnishing upgrades should be the next items to examine. Some buildings' furnishings are 50 years old.
- Physical plant has data on furnishings, furnishings not tracked for deferred maintenance. Bob to bring classroom furnishing data to next meeting
- Tara could add to the next phase of Strategic Planning
- Survey faculty? Students? What is the impact on students? Add question to senior survey, might be better to survey sooner. Could it be added to course evaluations?

VII. Adjourn

- Meeting adjourned at 11:57 am

Fall Term Meeting Schedule/Locations:

~~Tuesday, January 14 - 11:00 am to 12:15 pm - 205 Welch~~

Thursday, February 20 - 11:00 am to 12:15 pm - 162 McKenny

Tuesday, March 18 - 11:00 am to 12:15 pm - 117 Warner

Tuesday, April 15 - 11:00 am to 12:15 pm - 210 Ford