

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	January 19, 2012
Time	10:30 am to Noon
Location	206 Sill
Attending	Dennis Beagen (a), Rita Bullard (f-AAUP), Jim Carroll (a), David Crary (f), Matt Evett (f), Sandra Hines (f), Don Keller (a), Eric Owen (f), Shawn Quilter (a), Barbara Scheffer (a), Wade Tornquist (a), Steven Webber (f), Mary Vielhaber (f),
Absent	John Donegan (non-voting), Caroline Gould (f), Fraya Wagner-Marsh (a), (Library (a) vacant)

Meeting convened by Jim Carroll at 10:35 am.

I. Agenda approved as amended to include Library Update

- Moved by Eric Owen, seconded by Mary Vielhaber, approved unanimously

II. Review and approval of December 8, 2011 meeting minutes

- Moved by Eric Owen, seconded by Steven Webber, approved unanimously, with thanks to Barbara Scheffer

III. Classroom Equipment Recommendation

a. Final review

- David Crary updated the committee on the Classroom Equipment Recommendations. They were approved in the December 2011 meeting with the stipulation that discussed revisions were to be incorporated. He presented the final, revised document for final review.
- Mary Vielhaber commented on paragraph four of the General Recommendations section. The word 'enhancement' should be changed to 'enhance'.

b. Next steps

- Motion to approve Classroom Equipment Recommendations as edited. Moved by Eric Owen, seconded by Barbara Scheffer, approved unanimously.
- Next steps are to present approved recommendations to Faculty Senate for review and support, and to the University Budget Council. Jim Carroll will share the recommendations with Carl Powell and David Crary will forward the approved recommendations to Bill Shell
- Jim Carroll and Carl Powell developed an estimated cost of \$11M to implement the recommendations. This is based on the minimum requirements (items 1-6) and 719 classrooms. The implementation plan would be a 7-year plan with an annual cost of \$1.5M.
- Jim Carroll explained the thin client system for print stations located throughout campus. It is a remote operating system that runs up to 90 thin clients. An option that he and IT are looking into is thin clients for the classroom computers. This option will not only save \$400 per classroom station, but each thin client lasts seven years, and allows for easy, central software updates. Jim Carroll and Carl Powell will work together to add the classroom technology to capital planning funding. The \$11M estimated implementation cost doesn't reflect the potential \$400 per classroom thin client savings.
- The committee should decide which classrooms need upgrading and which, if any, don't need upgrading, then prioritize those classrooms needing upgrading.

IV. Asset Preservation

Don Keller updated the committee on the Sill updating process. COT members met with John Donegan for initial planning. In the next weeks foremen from each Physical Plant area will walk Sill to obtain the project scope, then crews will come in during spring break to do all the work. Items included in the updates are changing thermostats (several are non-working) and a pilot air conditioning system for rooms without outside windows.

- Don Keller also stated that John Donegan is interested in doing blitzes in the future, during times when there are fewer people on campus (spring break, summer months). Jim Carroll asked the college administrators to prepare asset preservation punch lists for their buildings, bring them to the committee, which will forward them to John Donegan by end of winter semester. There was discussion as to what to include in the punch lists; capital, maintenance, asset preservation items. Add items you think need attention, the committee would then defer to John Donegan for determining what items will be included in the building updates.
- The committee agreed that the building hours posted on every building.
- Dennis Beagen expressed the need for buildings to have curb appeal, it is important for prospective students and donors. Consider paint, carpet and furniture when reviewing the buildings. Don Keller told the committee that the list of preapproved furniture items is limited, and expensive. Wade Tornquist said the pricing on the list is discounted. He continued by explaining that white board replacement should be a priority; and that because of the sharing of the classrooms, their replacement shouldn't be the sole responsibility of the colleges.

V. Faculty Offices (carry-over from December meeting)

- David Crary discussed faculty office situation. Very disparate situation, some faculty have own offices, some share. Ideally all faculty should have own office. Committee discussed if faculty should be surveyed on office situation – decided to have the college administrators inventory their faculty office occupancy situation. The inventory should be simple; classify how many single/double/triple/quad occupied faculty offices by department.
- King is a possibility for faculty offices, but should be a department building, not just a place for 'extra' offices.

Library Update

- Eric Owen provided an update on the Library structural failure. A 14" return pipe dropped 5-6 feet through the basement ceiling in Halle.
- The IT Computer Lab (140 computers), specialty printing, Holman Success Center, four of six Library computing labs, Library acquisitions and cataloging, IT staff offices (17 staff) all impacted, and the auditorium flooded.
- Library personnel moved to the first floor, specialty printing will move to the main floor, the IT staff moved to various locations on campus, but IT isn't able to move the large computer lab. IT would like the colleges to send a list of college computer labs open to students to Arik Kirkland. IT has ability to assist in staffing the college labs.
- The basement is completely closed for at least of month. No collections and little equipment damaged. Building will be inspected for structural integrity and to uncover why the pipe dropped.
- Jim Carroll explained that while the university is self-insured, the university also carries coverage for extreme events.

VI. Strong Hall Needs-Assessment Update

- Jim Carroll shared his and John Donegan's approach to seeking funds to update Strong of "completing the Science Complex". Currently Mark Jefferson's 5th floor is scheduled to remain an unfinished shell. Completing Mark Jefferson's 5th floor would be part of the Strong improvements. John Donegan will be going forward on updating the existing project scope. The project scope calls for renovating the existing structure. It could explore adding additional floor. Part of the scope will be that the Science Complex project was self-funded by EMU, and that the state funding of the Strong renovations would be a small portion of the total cost.
- Motion to endorse the Physical Plant update of the Strong Hall Needs Assessment. Moved by Eric Owen, seconded by Matt Evett, approved unanimously.

VII. Other Future Capture Projects

- Since the Children's Institute moved to Fletcher, current Academic Affairs personnel and departments are shifting to make room for CHHS's move to Rackham. Physical Plant has a \$1.9M budget to update the windows and HVAC. There isn't funding to update the rooms, and John Donegan doesn't expect to receive

additional funding to update them.

- The Arts/Tech Village follows Strong on the capital needs plan. David Crary asked when the needs assessments for the Arts/Tech Village and Strong were developed. Wade Tornquist said that Strong's assessment was completed in 2005, but is very outdated, and Dennis Beagen said that the Arts/Tech Village assessment is about 18 months old. Don Keller commented that the current Arts/Tech Village assessment is more an Arts Village. Dennis Beagen explained that technology was always a part of the Arts/Tech Village. Dennis Beagen said that the Arts/Tech Village needs a business plan for shared facilities for COT/CMTA/Art.
- Matt Evett would like realistic figures to refurbish King to office space.

VIII. Next Meeting (February 23, 10:30-Noon, 472 Owen):

Agenda Items:

- John Donegan's Long Term Capital Planning report to Board of Regents
- Computer Refresh/Lab Refresh
- Student update ideas for King Hall
- Administrative Reps compile faculty/FT lecturer office inventory: single/double/triple/quads, separated by departments

Meeting adjourned at 12:03 pm

Next Meeting: Thursday, February 23, 2012

10:30 am-noon

472 Owen