

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	January 20, 2011
Time	10:00 am to noon
Location	302 Student Center
Voting Attending	Mary Brake, Rita Bullard, Steve Camron, David Crary (co-chaired), Ali Eydgahi, LaVerne Higgins (alternate for Wagner-Marsh), Sandra Hines, Elaine Logan, Jon Margerum-Leys, Eric Owen, Barbara Scheffer, Wade Torquist (co-chaired), Mary Vielhaber
Non-Voting Attending	Sean Braden and Scott Storrar, substituting for John Donegan
Absent	Dennis Beagen, Matt Evett, Don Ritzenhein

I. Approval of Agenda

Motion: Moved by Eric Owen to approve the January 20, 2011 meeting agenda. Seconded by Jon Margerum-Leys. **Motion carried:** Unanimously

II. New Members

Jon Margerum-Leys is the College of Education representative. Sean Braden and Scott Storrar of the Physical Plant are here to give a presentation on the Science Complex and Pray-Harrold.

III. Review and approval of minutes from December 7, 2010

Motion: Moved by Eric Owen to approve minutes from December 7, 2010. Seconded by Mary Vielhaber.

Motion carried: Unanimously

IV. Mark Jefferson/Pray-Harrold Progress Reports

Scott Storrar presented a PowerPoint on the Science Complex with the following information:

- Financial Status (forecasted for December 31, 2010); \$90 million total budget, with \$87,676,671 committed, and \$51,687,713 in expenditures (currently reconciling for December and Addition)
- Schedule Status
 - Addition Complete; move complete December 23, 2010, and [construction] substantially complete December 29, 2010
 - Commence Renovation; Phase I-January 2011, Phase II-September 2011, Renovation Substantial Completion-September 2012
- Addition
 - Work Completed, Addition substantially complete, and building occupied
 - Work in Progress; Punch list (95% complete January 28, 2011), traction elevator inspection, hydraulic elevator inspection, exterior siding, and commissioning
- Renovation (Phase I)
 - Work Complete; abatement (basement and 2nd floors), utility cut and cap
 - Work in Progress; abatement (1st floor), demolition (basement, 1st and 2nd floors), and MEP cut and cap
 - Look Ahead (Phase I); above ceiling MEP, metal studs and door frames, and ceiling grid
- The underground retention basin will help alleviate the flooding issues on campus. Halle Library's auditorium was unusable for two years because of flooding issues.
- There are huge variations in the temperature of the building. The cause of these variations has to do with programming the system, and the use of new and old systems because old building is still in use.
- An inquiry was made as to the timeline for moving into Phase II. August 2011 the basement, 1st & 2nd floors will be finished; will have temporary moves to occupy space for the remaining unfinished floors. Phase II will begin September 2011 with the 3rd, 4th and 5th floors. King Hall may be utilized for temporary space during this time.
- Science Complex Open House is Wednesday, January 26, 2010, 4 pm to 6 pm. Main entry into building is the west side at the bridge.

Sean Braden presented a PowerPoint on Pray-Harrold with the following information:

- Financial Status (forecasted for December 31, 2011); \$42 million total budget, allowable expenses only, with

- \$38,718,370 committed, and \$9,279,730 in expenditures (currently reconciling for December)
- Schedule Status; JCOS Approval May 7, 2009, legislative bond approval July 10, 2009, design completion May 7, 2010, construction commenced May 10, 2010, and estimated substantial completion August 31, 2010
- Work Completed; concrete equipment pads, exterior generator pad, MEP in-wall elements, steel reinforcement, and substation, penthouse AHU's, UPS and generator
- Work in Progress; temporary chiller servicing IT, fireproofing miscellaneous steel, curtain wall and punched windows (90%), MEP rough-in, exterior masonry repairs, drywall on floors 6 and 7, plumbing rough-in servicing toilet rooms, chiller located on the east roof, and masonry block walls
- Look Ahead; drywall finishing/sanding, ceiling grid, main ducts located in shafts, and AHU's and chiller in mechanical rooms
- Steve Camron asked what is the difference between the total budget and committed. Sean Braden explained that the committed budget is the total portion of the total budget committed to be spent. An example would be committing a purchase order to a contractor. These are funds Physical Plant knows will be spent at a specific dollar amount.
- Eric Owen inquired about the existing elevator shafts and equipment. Sean Braden replied that equipment was replaced three years ago, and is basically new equipment. The controls are being changed to work with the new fire alarm system.
- Pray-Harrod project originally to be a three year project; because we vacated the building, the project will take substantially less time, and with a large cost savings. Also because of this cost savings effort, additional work that wasn't in the original plans is able to be done; replace the doors, additional roofing, and furniture for the faculty offices. Sean Braden added that even with the expedited schedule, the original scope of the project is preserved and expanded.
- Sandra Hines asked if based on the expected completion date of August 31, 2011, will fall classes be held in Pray-Harrod. Sean Braden explained that substantial completion is a contractual date, but also means the day the warranties start. The building will be ready for fall 2012 classes. There will still be punchlist items after this date, but occupancy of the building actually helps in identifying punchlist items. Scott Storrar explained the term 'beneficial occupancy' as obtaining occupancy approval for the building.
- Wade Tornquist distributed a handout entitled "CAS Offices by Department Winter 2011" which outlines the office needs for various CAS departments. David Crary added that office assignments are uneven across campus, with other colleges with similar problems. He asked that each administrative representative compile a similar list for their respective college. The discussion continued with specific concerns pertaining to each college. David Crary asked the committee if they would like to have a walking tour of these spaces. David Crary will coordinate with John Donegan to arrange this walking tour, possibly for next Thursday. The committee thanked Sean Braden and Scott Storrar.

V. Winter Swing Space debriefing

A. Feedback from emails: 320 McKenny

- David Crary shared the Swing Space concerns he received by email. The first concern involved a McKenny classroom with seating capacity of 100, but without a sufficient projection screen. After visiting the classroom, David Crary asked Wade Tornquist to check to see if the ceiling mounted projection screen was functional. Wade Tornquist explained that the screen is functional, and that he received a request to move every chair 90 degrees to face that screen. After additional research into the problem, Wade Tornquist suggested to the department head to arrange a room swap with another faculty member.
- Barb Scheffer shared the minor problems experienced in Marshall, more so than in the Fall. Instructional staff thought that they didn't need keys, but the Marshall staff reminded them they needed to pick up their keys. Other problems were leaving lights on and doors unlocked. John Margerum-Leys shared that the College of Education had similar problems but they handled it by sending out emails with reminders and checklists for the last person leaving a room. This helped the problem without finding fault.

B. Room assignments, keys, etc. – any problems?

- Wade Tornquist asked if another email needs to be sent out reminding people to pick up their keys for the Winter term. David Crary said that a reminder email, at least for the CAS people, would be a good idea.
- David Crary inquired about the Monday/Wednesday – Tuesday/Thursday split, specifically the preference for Tuesday/Thursday during the Winter term. Wade Tornquist explained that in the past each department was budgeted rooms to schedule its classes, and each department determined its schedule. Because the departments no longer have the budgeted rooms, there is a tendency to slip to the old budgeted way of scheduling rooms, where classes are offered according to a 'good time to teach'. For the Winter term,

Tuesday/Thursday at 11 am is the preferred time, and as a result there are several dorm lounges used only on these days for one class, the same for Welch Hall. Compared to last winter, the distribution looks about the same. Wade Tornquist added that he will need more research to know how to manage this problem.

- Sandra Hines asked for an explanation of hybrid classes, and Jon Margerum-Leys replied that there good definitions of what face-to-face and online classes mean, but very poor definitions of hybrids. Wade Tornquist added that the rule was if it meets any one time on campus, it's not an online course.
- Barb Scheffer asked if R25 will continue to be the scheduling system. Wade Tornquist explained R25 will be the system for the record of where things are, and S25 will schedule the items. The best option is to continue to use the system for fall scheduling, but as the departments request the buildings and classrooms (i.e. Marshall, Porter, Pray-Harrold, etc.) there will be less demand for classrooms outside of the usual locations. Jon Margerum-Leys added that a ranking of building preference should be used and that the faculty in a specific college should be the only ones allowed to rank their home building as their number one preference.
- David Crary expressed his desire that after the need for swing space is over, that we continue to share spaces between colleges. Wade Tornquist explained that everyone has been good about sharing space, and that R25 has made finding and sharing spaces easier. Jon Margerum-Leys explained that once his classes are scheduled, COE is happy to host folks in their building. Barb Scheffer agreed but added that the impact on the physical space and wear-and-tear on the equipment need to be taken into consideration. Wade Tornquist compared this winter to last winter; there are 388 more sections this winter than last winter, or 9% more sections to place. Of those 181 went into specialized classroom space; a lab, a closet, dorm lounge. There are 372 less classrooms without Pray-Harrold and Mark Jefferson. Eric Owen suggested that something outlining the cost savings be prepared to present to the Board of Regents.

Motion: Moved by Mary Vielhaber to formally thank Wade Tornquist for his work on Swing Space. Seconded by Eric Owen. **Motion carried:** Unanimously with Wade Tornquist abstention.

VI. Planning Ahead – Fall Class Scheduling

- Covered in above discussion

VII. Classroom Equipment Subcommittee

A. Questions on standard equipment for MJ/PH? What is standard? Adequacy of teaching station/desk?

B. Review of Survey Questions

- Sandra Hines reviewed the Faculty Survey – Classroom Technology Equipment Recommendations. LaVerne Higgins suggested that a question regarding computers for students. This comment was met with some skepticism. Wade Tornquist explained that there would not be a computer at the teaching stations because the State of Michigan will not allow EMU to purchase computers with [its bond] funding. Any computers in the classrooms or labs must be supplied by the departments. Wade Tornquist explained what technology will be available in the classrooms. Jon Margerum-Leys wishes to add moveable tables and chairs and a couple of larger sized chairs in each classroom. LaVerne Higgins elaborated on her suggestion to have a several computers available to the students for group work. Because the grid is set-up for the faculty technology, a separate question should be used for the student computer question. Wade Tornquist explained that the classroom furniture for Pray-Harrold and Mark Jefferson will be table and chairs. He also added that it's Physical Plant's policy that every classroom has one table with appropriate chairs. Barb Scheffer explained that Marshall's classrooms are all table and chairs except the auditorium.
- David Crary asked about the next subcommittee meeting, and Mary Vielhaber suggested that the next meeting wait until the survey results are available, and the group agreed. Ali Eydgahi suggested a deadline for completion be added to the survey.

VIII. Capital Spending Projects

David Crary explained that most of this will be delayed until next time. Are there any questions or comments on this list. Ali Eydgahi explained that they provided to John Donegan all the information needed for COT improvements. Barb Scheffer asked for clarification regarding the Rackham information from CHHS. David Crary asked her to email the information to him, and he'll distribute it to the committee.

IX. Winter Term Meeting Schedule / Times

- David Crary will work with Physical Plant on a walking tour. He continued with proposing an additional meeting on February 3. The purpose of this meeting is to provide information to John Donegan for the Board of Regents. No objection to meeting on February 3, send an alternate if you cannot make it.

- April 21 is two days after finals, is this a reasonable meeting time? There were no objections to meeting on this date.

X. Future Agenda Items

- David Crary asked if there were any future items, Eric Owen replied that he would like to address Computer Refresh at the February 17 meeting. David Crary asked about the status of lab data requested by Carl Powell. Eric Owen is compiling the data, trying to be thorough. He will touch base with Ron Woody. Barb Scheffer asked what/who computer refresh covers? Eric Owen explained that there are different types of computer refresh, one for all full-time faculty and staff, and another for EEFC lab refresh.
- David Crary explained that each time the Board of Regents meets, there are committee meetings. In the future, the EEFC may be asked to contribute to the Faculty Affairs Committee meeting.

Meeting adjourned 11:49 am

The next meeting will be held on Thursday, February 3, 2011, 10 am to noon, location 304 Student Center.