

Meeting Notes

Item	Description
Name/Title	Educational Environment and Facilities Committee
Date	January 26, 2009
Time	1-3pm
Location	320 Halle
Attending	Bob Neely, Steve Camron, Dave Crary, Fraya Wagner-Marsh, Eric Owen, Polly Buchanan, Dennis Beagen, Wade Tornquist, Michael Bretting, Matt Evett, Sandy Hines, Mary Brake, Mary Vielhaber, Muarli Nair (for Deb deLaski Smith)
Absent	
Special Guest	None

I. Approval of minutes from 1/8/2009

Dave Crary moved to approve/Fraya Wagner-Marsh second. PASSED.

II. Update on EEFC Membership

- Bob Neely welcomed new members Mary Brake from SET and Mary Vielhaber from Management.

III. Progress report on planning for MJ/PH Swing Space

- Bob met with Wade Tornquist and David Crary and they subsequently met with the Physical Plant to discuss how to proceed. Much of the decision-making will depend on jurisdictional issues and funding. Sean Braden made visits to King Hall and Rackham and both offer good classroom spaces. Next, McKenny Hall will be evaluated for relocation of classes or offices. Renovating Jones/Goddard will be expensive.
- The Physical Plant is looking for guidance from this group in determining their direction with these projects and how Academic Affairs would like to proceed.
- The question was raised as to how soon offices in Mark Jefferson could be moved? The rooms in King are old dorm rooms and would need some work (signs of water damage) but there are no data drops. A wireless hub may need to be put in, and there are not many phone lines to work with.
- Michael Bretting suggested looking at Pitman as an alternative as we need something that is immediately habitable, and will be the most cost effective.
- Other issues related to the construction will be the noise and smell factor and how this might be very disruptive to the teaching process and staff work areas. Wade will meet with the MJ department heads relating to this issue.
- Space Utilization Study – Sean Braden is very willing to share this with the group and Bob will try to have it available for the next meeting or have Sean come and discuss the findings.

IV. Recommendation regarding computer refresh

- Eric Owen presented the subcommittees recommendation for the \$60K that was left after purchasing three computer carts. The final tally- replacing the Macs in the ERC/23 PCs in Bonisteel/18 PCs in CAS/15 PCs in Sill totaled to \$59.4K.
- Fraya Wagner-Marsh move to accept the subcommittee's proposal. Polly Buchanan second the motion. PASSED unanimously.

- Bob Neely had just a note on computer refresh – this will come around again in May for the next fiscal year. It will be important to stay on top of this and have the next round of refresh ready to go for the start of the next academic year.

V. Update on computer carts

- Wade Tornquist will meet with Ron Woody and the techs from CAS and COB to begin the process.

VI. Working Subcommittees & Work Plan Organization

Bob proposed forming the following subcommittees:

- MJ/PH swing space
- Asset Preservation/Renovation needs
 - Group comments: In the past Academic Affairs hasn't had much to say on this issue. The Physical Plant would like to communicate with the committee on these issues for priorities. It was suggested that John Donegan meet with the EEFC on a quarterly basis to stay on top of the issues.
- Centralized Scheduling: Policy Issues & Needs:
 - Comments: Wade Tornquist indicated R25 will be up and running soon. There will be many issues to be covered. One critical issue will be access to buildings/rooms, particularly after normal operating hours (classes after 5pm specifically). Many of the recommendations for new policies will need to be vetted and approved.
A test on the new system is scheduled for February by using a past semester's data, after all of the room data and the database has been set up.
- Space Utilization Review
 - This group will likely overlap with the centralized scheduling group.
- Computer Refresh
- Other recommended topics or subcommittees
 - Environment concerns/safety/security – as more and more night classes are added to the schedule there is a need for more tech support, admin/clerical support from 5-9:30pm. Would it be possible to have night classes only in 2 or 3 buildings and provide support? Could there be a central location that instructors or students call when they need immediate assistance for classroom tech issues? Would it be possible to address this at a D/DH/SD meeting?
 - Capital outlay – would this be part of asset preservation subcommittee?
 - Bob will revise the groups, creating a brief charge for each and resend to committee. Please respond to Bob and/or Laura with choices.

Next meetings: Feb 5 and Feb 19 1-3pm in 320 Halle