

## Meeting Notes

Item	Description
Name/Title	Educational Environment and Facilities Committee
Date	January 8, 2009
Time	1-3pm
Location	202 Halle
Attending	Bob Neely, Elaine Logan, Steve Camron, Dave Crary, Fraya Wagner-Marsh, Deb deLaski-Smith, Eric Owen, Polly Buchanan, Dennis Beagen, Wade Tornquist, Michael Bretting, Matt Evett
Absent	Sandy Hines
Special Guest	None

CORRECTION to today's Agenda –

1. Approval of minutes from 11/20/08 should read: Approval of minutes from 12/4/2008.  
Dave Crary motioned to approve minutes. Eric Owen - second. PASSED

2. Sharing of 2010 Capital Outlay Plan (Bob Neely)

Bob Neely shared the Executive Summary from the Capital Outlays Project book.

3. Pray Harrold Update & Planning Process (Bob Neely/Wade Tornquist)

- Wade explained that the PH Advisory Committee was made up of the departments housed in PH– each department head and one faculty member from the department are represented, along with CMTA and Biology. Each department also has alternates that attend the meetings when the regular representative cannot. Also, he is chair of the committee and leadership in the Physical Plant attend the meetings.
- The group was given the 7 responses of the RFPs and at the last meeting, the group selected 4 of those firms and invited them to interviews. All the interviews were held on one day. The PH Committee met again and chose a firm to recommend to the Executive Committee, which they accepted. Currently, the Physical Plant is in negotiation with the firm. Meetings will be held with that firm to come up with a new program statement that will be submitted to the Board of Regents for their approval at the February Board meeting. After that, the proposal will be submitted to the JCOS in March.
- The bigger issue is finding swing space to move people around on campus. Dave Crary has volunteered to work on the subcommittee to do this, but ultimately *this* committee should have the job of making the decision.
- Bob Neely pointed out that there are really 2 projects to consider finding swing space for: Mark Jefferson and Pray Harrold. Some of the spaces that we will need to consider and use are typically not overseen by CAS. We need to look at space utilization, and see how much is being used and when. A study was done by Paulien, and it would be beneficial for that group, and Physical Plant (John Donegan, Sean Braden, Scott Storrar) to meet with us and discuss the results of that. But first, the swing space has to be identified so that work can begin to make those areas classroom ready. A plan needs to be formulated to minimize chaos.
- Wade Tornquist commented that there will be a lot of programming issues. It isn't just putting desks in an old dorm. Offices have to be set up, labs need to be moved and be properly set up, some buildings will need a bit of work to handle the student/staff/faculty flow. It would be best if we could move a lot of people at one time- more work can be completed, but we have to prepare for the worst case, that only small amounts of people can move at one time.

- Dave Crary proposed the idea that he and Wade meet with Physical Plant to get a preliminary idea of where to start with this. Wade commented that the Physical Plant has suggested taking “field trips” or tours of buildings to see what is out there.
  - Dennis Beagen moved that Wade and Dave meet with Physical Plant and report back. Deb deLaski Smith – second. PASS
4. Update on Implementation of Centralized Scheduling Software (Wade Tornquist)
- The group from Portland will be here for 4 days in February to get the software up and running.
  - The software will import data from Banner and once that is done, we can begin training staff. It will be too late to fully use for scheduling spring/summer and fall 2009 classes. The first full implementation will be for Winter 2010. Sue Proctor from IT will run the training sessions. In the meantime, we can begin to “play” with it for event scheduling in buildings.
  - Elaine Logan asked if the Library could begin testing the capabilities for its events scheduling.
  - The issue of security was raised and how to deal with key pads and swipe keys to gain access into rooms. This can be handled by “locking out” certain rooms in the R25 system.
  - Policies will need to be discussed, formulated and begin to be implemented. Bob will ask Akosua Slough to look into whether or not these already exist in order to avoid starting over.
  - There will be issues that impact scheduling for classes during “peak times”. There have been a number of suggestions as to how to off-set this; from providing “discounts” for off-peak-time classes, to locking in a set of parameters for scheduling courses at certain times (i.e. if a course is to be held at 10am it has to be a MWF class.)
  - If there are particular issues that are of concern, please email Bob or Laura. Those things will then be compiled and brought to the committee for consideration. Also, if any of the colleges already has something in place or documentation regarding the policy of keys or security, please send those along as well.
5. Computer Refresh (Eric Owen/Bob Neely)
- The idea of moving Pray Harrold and Mark Jefferson labs to the bottom of the refresh cycle was brought up at the last meeting. The reasoning behind this was upcoming renovations and relocation of labs at some point. Wade made a “passionate” argument against doing this. The motion for this was tabled, and will remain tabled.
  - Bob Neely offered the idea of purchasing 3 carts – 2 for CAS and 1 for COB – with the approximate cost of \$30K each for a total of \$90K. Then, with input from a subcommittee, recommendations could be made as to the spending of the remaining \$60K for other labs across campus.
  - Eric Owen mentioned that the price on the carts and equipment will be based on what type, size, models or each are purchased.
  - It was suggested that we let the colleges know that the money is available to them and then let each college decide what they want to have available for faculty/students to have.
  - Fraya Wagner-Marsh moved to purchase the 3 carts and have a subcommittee present options for the \$60K for labs. Second by Matt Evett. Vote taken: 10 yes, 1 abstain – PASS

Subcommittee members: Matt Evett, Eric Owen and Steve Camron.

- Michael Bretting would like the subcommittee to consider using the \$60K elsewhere, and not in CAS or COB.
- Bob Neely would like the committee to look at the last 2 years and see where funding went to the colleges. He also reminded the group that this money is from Technology Fees and not general funding.
- In order to get the process rolling for the carts, Bob will contact David Sterling in COT and Ron Woody in IT for assistance in placing orders.

Next meeting will take place on January 22<sup>nd</sup> 1-3 pm in 320 Halle. Subsequent meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month, same time and same place.

Bob will invite Physical Plant to the next meeting to get some idea of where to start with the swing space/space utilization and develop a plan.

Meeting adjourned.

Post meeting notes:

Due to compliance with the AAUP contract in order to maintain the 7 administrators /7 faculty members of this committee, the membership is updated as follows:

Elaine Logan – stepped down

La Verne Higgins – alternate for Fraya Wagner-Marsh

Muali Nair – alternate for Deb de Laski-Smith

Bruce Moses – stepped down

An MOU will be submitted to the AAUP regarding the alternates.

Faculty Council still needs to appoint faculty members from COB and COT.