

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	June 2, 2010
Time	10:30 am to 12:00 pm
Location	G10 Boone
Attending	Dennis Beagen, Mary Brake, Michael Bretting, John Boyless, Dave Crary, Matt Evett, Sandra Hines, Fraya Wagner-Marsh, Raymond Lucas, Bob Neely (chaired), Joe Scazzero, Wade Tornquist, Mary Vielhaber
Absent	Sean Braden, Steve Camron, Eric Owen, Barbara Scheffer,

I. Approval of minutes from May 17, 2010

Motion: Moved by David Crary to approve minutes from May 17, 2010. Seconded by Mary Vielhaber. **Motion carried:** 10 yes, 0 no, 1 abstention.

II. Communications Subcommittee

a. Issues and strategies

- Quick Overview of subcommittee work, discussed Subcommittee Overview Document (see attachment).
- Subcommittee Members: Mary Vielhaber, John Boyless, Dennis Beagan, Matt Evett, Bob Neely
- Additional one-time members-Diane Winder, Sean Braden, Geoff Larcom, Bill Shell, Wade Tornquist
- Reviewed and discussed Subcommittee goals
- Reviewed Subcommittee Action Items

b. 1st email communication – “Swing Space Update”

- discussed content of email, edited as a group, brainstormed ideas
- add our surveys and FAQs to the EMU Swing Space website, and my.emich

c. Problem-solving (or other name) committee

- EEFC Swing Space Resolution Committee (see attachment)
- Each College have their own Resolution Committee, but have a Divisional Resolution Committee with the ability to respond quickly

Motion – Approve a Committee Membership as Option 2 if you find later that you need to supplement that with someone else, that can be added. Moved by David Crary. Seconded by Ray Lucas.

Motion is discussed. Possible ad hoc members. Possible College-level Solutions Group at each college.

Amendment to motion to include members from each college and ad hoc members from Student Affairs and DPS. Moved by David Crary, Seconded by Ray Lucas.

David Crary withdraws motion, Ray Lucas supports withdrawal.

Motion – Proceed with the College Resolutions Committee structure. Moved by Matt Evett, seconded by John Boyless.

Discussed possible membership options. Committee members will gather information and come to next meeting with recommendations.

Matt Evett withdraws motion, John Boyless supports withdrawal.

d. Questions and directions

- Weekly schedules on every classroom door, adding details on bottom
- Welcome Packets
- Honoraria support for GA's in the evening
- Open House
- Matt Evett and Bill Shell looking into email as a process to get classroom information to the faculty. They are also working on the process to deliver keys to faculty members.
- Discussed scheduling system and its capabilities.
- Discussed procedure for overrides, class sizes and classroom capabilities.

Discussed proposed agenda for next meeting.

Attachments:

- Subcommittee overview document
- 1st email
- Problem solving committee information

Meeting adjourned

The next meeting will be held on Monday, June 21st from 10:30 to noon, 220 Rackham