

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	June 21, 2010
Time	10:30 am to 12:00 pm
Location	222 Rackham
Attending	Dennis Beagen, Mary Brake, Michael Bretting, Steve Camron, David Crary, Sandra Hines, Fraya Wagner-Marsh, Raymond Lucas, Bob Neely (chaired), Eric Owen, Joe Scazzero, Barbara Scheffer, Wade Tornquist, Mary Vielhaber
Absent	Sean Braden, John Boyless, Matt Evett

I. Approval of minutes from June 2, 2010.

Motion: Moved by Fray Wagner-March to approve minutes as amended from June 2, 2010. Seconded by Dennis Beagen. **Motion carried:** 10 yes, 0 no, 2 abstentions.

II. Computer Refresh Update

- COB, CHHS, CAS (Pray-Harrold Labs, Ford Art Lab), COE, COT, LIB
- Want to get order in early so that we'll have computers by Fall semester
- Costs-pay base model costs only
- Hardware only

Motion: Moved by David Crary that the following computer labs; 102 Owen, 114 Ford, 210 Marshall, either 13 Roosevelt or 133 Sill and G11 Halle be approved for submission in the 2010/11 Computer Refresh Program. Seconded by Fraya Wagner-Marsh. **Motion Carried:** Unanimously.

III. Communications Subcommittee

- First email sent, and second being planned
- Problem-solving committee
 - Already have a committee established, problems that arise will need to be handled quickly, smaller sub-committee could act more quickly, each college has its own committee, first point of contact Dean's Office.
 - Order of contact: 1-School Director, 2-Department Head, 3-Building Administrator, 4-Dean's Office. Follow normal order of priority, see how this process works.
 - Working on plan to have every single faculty member receive an individual email stating which courses are taught in which classrooms, and the classroom capabilities, along with photos of the room. Banner, portal and R25 have to be married. Carl Powell getting estimate of time commitment to do this project, but Banner upgrade is current priority.
 - Wade has student working on project to inventory and photograph every classroom. If the above project can't be accomplished, these pictures can be uploaded to a website as an alternative. May also be helpful in cases of classroom changes.

IV. Swing Space: keys, fees & building access

- Sean Braden will have key shop have open 5 pm to 7 pm the week prior to and the first week of classes in Fall, so that Adjunct can get keys before class.
- Fees for not picking up keys will likely be waived.

- Bob Neely will provide Physical Plant with the list of the Fall schedule showing which faculty members need access to which buildings/classrooms. The Physical Plant will cut the keys based on that spreadsheet.
- Timing of submitting key request is critical because of classroom changes.
- Physical Plant will be responsible for getting the keys back. If the key isn't returned in a timely manner, they re-key entire building.
- Card Access-Should every faculty member have access to every academic building? Think about it, we may be asked to take a position on this in the future.

V. Capital Projects

- Generate a list of three or four questions for Sean Braden for Bob Neely to take to Sean for answers.
- Ranking of Capital Projects
- Bob will contact John Donnegan to discuss input on renovation projects
- What is the process for the Capital Projects?
- Progress reports on Pray-Harrold and Mark Jefferson
- Need for back-up representation for Sean Braden at meetings
- How are items added to the Capital Projects list?
- Meet with Bilal Sarsour to review list

VI. Other Issues: Building Temperature, Board Meeting, etc.

- Hoyt's heated toilets, problem addressed, fixed
- Six new classrooms in McKenny in old bowling alley and student lounge.
- Library restoration will be complete by fall, slightly behind schedule because of weather.
- Fletcher School has 6 rooms available
- Uses for Rackham after Children's Institute moves

VII. Summer Meetings

- Early August meeting – update regarding summer activity and establish Fall Agenda / Schedules
- Mark Jefferson is said to be ready in October, with lab-by-lab moves shortly thereafter. Debate as to if this is a good idea to move in mid-term. Not certain when entire addition will be ready.

Meeting adjourned 11:47 am

The next meeting will be held on Wednesday, August 4th from 10:00 am to noon, 222 Rackham