

Meeting Notes

Item	Description
Name/Title	Education Environment & Facilities Committee
Date	March 12, 2009
Time	1-3pm
Location	320 Halle
Attending	Bob Neely, Matt Evett, Mary Brake, Fraya Wagner-Marsh, Deb deLaski-Smith, Eric Owen, Mary Veilhaber, Dave Crary, Dennis Beagen, Wade Tornquist, Michael Bretting
Absent	Polly Buchanan, Sandy Hines, Steve Camron

I. Approval of Minutes from February 5 & February 12

Eric Owen motioned to pass both/Fraya Wagner-Marsh second – PASS with 1 abstain

II. Space Utilization Study (based on Physical Plant power point)

Bob Neely suggested that the group look through the power point printout and begin a list of follow-up questions for the Physical Plant and Paulien. The list of these questions is attached.

We will review all of these questions at the next meeting. If you have other questions please send them to Bob. We will send the list to Physical Plant and when Paulien is on campus we will meet with them.

III. Subcommittee reports

Swing Space Report

- Dave Crary stated that his main focus was on office space. The group looked at King Hall, McKenny, the Towers (Hill, Hoyt and Pittman), a “bit” of Snow and Jones/Goddard. There is nothing ideal. Some areas are very convenient to have private or semi-private offices – those that have two offices with shared entrances as in the dorms.
- McKenny has the most open space that could be configured into cubicles. Fourth floor McKenny has issues with code requirements. To make any of the space usable will cost \$2.5 million.
- Jones/Goddard and the office space in King do not have air conditioning although most of the rooms/offices have windows that open.
- One of the Tower dorms is vacant and could provide 240 offices; however, if there is an increase of students living on campus, some of this space will need to be allocated to them. There would be a need of 200 office spaces, plus space for adjuncts. Dave will try to prepare a report for the next meeting.
- Michael Bretting indicated that it would be helpful to know how many faculty are on campus during spring/summer and start with finding space for them to relocate.
- Keeping departments together is another issue, not just faculty but support staff. The Towers are set up nicely since there could be on 24 exterior offices, a central area for clerical and meeting space on any floor. The only drawback is proximity to the rest of campus – not so bad in spring, summer and early fall.
- Dave Crary said that the Physical Plant is willing to show us whatever space we think could be used. The Village has 2 rooms that could be used for classes. Some of the meeting spaces in McKenny could be classrooms, as long as the delivery of instruction didn't rely on a chalkboard.

Capital Needs, Asset Preservation & Facility Renovations

- Dennis Beagen stated this committee met with Chad and Scott at the Physical Plant. He made some notes regarding the discussion and he will have those ready to distribute at the next meeting. There were 2 main points: (1) the list of capital needs that go to Lansing is based on a list projects for asset preservation last year had \$2.6 million to spend versus only \$1.4 million this year for these projects; (2) campus security issues are a priority.
- They did not discuss next year's list of projects/priorities. The Physical Plant is very happy to meet with the group. They are most concerned about are the utility tunnels - should something catastrophic happen, it would be a huge issue for the campus. Dennis will inquire of the Physical Plant when the new list will be generated and how one goes about getting items on that list.
- Wade Tornquist mentioned last year the budget council agreed to allow the Physical Plant to roll-up funds for deferred maintenance on projects which should be done in order to stay ahead. When this is done in a timely manner, and it comes time to renovate that space, more funding can be spent on the architectural aspects than bringing things up to code.
- Dave Crary asked if it might be useful to do a survey regarding office space and classrooms. What do people think they need, what are they willing to do? Bob indicated that there are certain central elements to this. He will speak to Denise Reiling to see if she would be willing to assist in putting something together.

IV. Computer Refresh

- Fraya Wagner-Marsh commented that COB is adding money to their portion in order to have 35 computers per cart. Their requisition is going in today. The extra cost should be around \$10K.
- Wade said that CAS will purchase 2 carts and that the remaining \$10K will go to Geography & Geology. He will double check with Steve Dotson.

V. Other Business

It may be necessary to have meetings over the Spring/Summer. Perhaps reduced to one per month. Faculty payment will be something to consider, and Bob will look into this.

Next meeting is scheduled for March 26th in 320 Halle.