

## Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	March 18, 2014
Time	11 am to 12:15 pm
Location	117 Warner
Attending	Brigid Beaubien, Colin Blakely, Rita Bullard, Jim Carroll, Bob Densic, Deb de Laski-Smith, Chris Karshin, Don Keller, Marianne Laporte, Sandy Norton, Eric Owen, Carl Powell, Jeff O'Donohue for Shawn Quilter, Mary Vielhaber, La Verne Higgins for Fraya Wagner-Marsh
Absent	John Donegan, Tara Fulton, Sandra Hines, Patrick Koehn, Shawn Quilter, Fraya Wagner-Marsh

### Meeting convened by Eric Owen at 11:05 am

#### I. Agenda approved

- Moved by Deb de Laski-Smith, seconded Chris Karshin, approved unanimously

#### II. Review and approval of February 20, 2014 meeting minutes

- Moved by Don Keller, seconded by Colin Blakely, approved unanimously

#### III. Facilities Projects

##### a. Ongoing Campus Projects

- Steam line projects, Warner, tunnel repair projects for Alexander, Goddard and McKenny
- Mark Jefferson air handlers
- Bids back from Sculpture Studio. Steel prices increased 30%
- Sound improvements in Alexander in summer
- Sidewalks and roadway repairs also planned for when weather improves
- Increase in lead-time for Capital and FF&E projects. Wide variety of projects; over 200 FF&E requests this year
- ADA, safety, ergonomics projects get priority
- Will simplify Capital and FF&E process, make both a project request using the same form
- King electrical update in May – Physical Plant team needs week's notice prior to start date

##### b. Capital Funding – Capital Projects Scoring Summary

- Strong scored 4<sup>th</sup> out of all state capital requests (out of zero \$ budget)

##### c. IT Projects

- Carl Powell distributed handout outlining Wireless, VoIP and Google Apps status
- Wireless
  - Most wireless in academic spaces done
  - Focus on dorms and housing this summer
- VoIP
  - Hover will move to VoIP in FY14
  - Remaining VoIP will be FY17
- Google Apps and Other Services for Students
  - Open labs for all students in Halle library, Owen and Student Center 24 hour lab
  - Charging and printing kiosks
  - Staffed printing locations in Halle and at IT testing window
  - Google apps for Education – all students (lower costs by 1/3), choice for faculty, staff remain on Zimbra at this time
- Additional IT Items of Interest
  - Upcoming “good” upgrade to Zimbra to make interface more user-friendly
  - Upgrade of Banner system, mostly changes to the database system

- My.emich portal will be upgraded to a new software platform. Will be easier to navigate
  - My.courses will go away. E-College will be the only one. July 1, 2014 my.courses will go dark. Is there an alternative to emailing the class when my.courses?
  - My2.emich.edu is the new portal for testing
  - New E-College forums next three Fridays. Daryl Barton is chair, set up through Faculty Senate.
  - Blackboard, Canvas and Desire to Learn are the three new systems being reviewed

#### **IV. Computer Refresh Policy**

- Eric distributed the models
  - Updated List July 2013
  - Survey Data Fall 2013
  - Initial Proposal Set (using Survey Data Fall 2013)
- Tentative pricing, increase in both PC and Macs
- Just under 1,500 machines, \$150K, \$100 per machine
- Pie Chart is the newest proposal
- How to carry-over funds from fiscal years? CAS and COB only colleges able to refresh labs with distribution of current funds/data. CHHS, the fastest growing college, will never be able to upgrade its lab.
- Can these funds go into a "D" fund? Better to get a carry-forward than a D-Fund
- Need to decide how to distribute the funds in order to vote on this year's Computer Refresh at April EEFC meeting.
- Way too many labs on campus. Colleges need to give up some labs in order to get the list to a manageable level. Growing programs need to be addressed, also the Library and EPEO labs.
- Create a two-tier system to refresh with trickle down machines
- If we can't come up with something new, should fall back to status quo
- Prioritize ones you want to keep
- Don't have enough funds to refresh all the 2009 machines, must prioritize list before voting
- Assoc Deans will meet to discuss new lab inventory

#### **V. Classroom Technology**

- a. FY16 building recommendations
  - Select FY16 & FY17 by next meeting, complete the 7 year refresh plan
  - 84 remaining classrooms, approximately 42 rooms per year, depends on buildings being refreshed
  - What makes a building more/less expensive? Wiring cost to run conduit increase costs. Drop ceilings and existing data jacks can decrease costs
  - How does it impact programs? Should committee think about programming impact?
  - Assoc Deans prioritize their remaining buildings for next meeting
- b. Prepare for FY14/15 and Summer 2014

#### **VI. Other agenda items**

- Faculty Co-Chair nomination and election at April meeting

#### **VII. Adjourn**

- Meeting adjourned at 12:15 pm

Fall Term Meeting Schedule/Locations:

~~Tuesday, January 14 – 11:00 am to 12:15 pm – 205 Welch~~

~~Thursday, February 20 – 11:00 am to 12:15 pm – 162 McKenny~~

~~Tuesday, March 18 – 11:00 am to 12:15 pm – 117 Warner~~

Tuesday, April 15 - 11:00 am to 12:15 pm – 210 Ford