Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	May 14, 2009
Time	1pm-3pm
Location	320 Halle
Attending	Dennis Beagan, Wade Tornquist, Eric Owen, Mary Vielhalber, LaVerne Higgins (for Fraya Wagner-Marsh), Mary Brake, Steve Camron, Michael Bretting, Polly Buchanan, Matt Evett, Bob Neely, Sean Braden
Absent	David Crary, Deb deLaski Smith

I. Approval of minutes from 4/23/09 Eric Owen moved/Mary Vielhalber second – PASSED
II. Surge/Swing Space

> Although Dave Crary was unable to attend, due to conflict with teaching schedule, he did share his report, via email, on the tour of spaces that might be considered for office space during construction phases of Mark Jefferson and Pray Harrold.
> Goddard/Jones could house about 300 offices with some modifications.
> King has space for approximately 43 offices and is outfitted with air conditioning. This would require minimal work to be move-in ready as most recently Career Services was housed there.
> McKenny has space, but not conducive to offices.
> Pittman is a fine option, but concern has been voiced over the location and the distance from campus.

Sean Braden presented the Physical Plant's Executive Summary that reviewed all the buildings on campus to determine the amount of usable space. Those spaces that are being used as instructional space are under consideration as to how those areas can be used more efficiently, if possible.
It was determined that Bowen Field House is not a viable option. This left student life spaces in Halle or the Student Center – these are rooms that do not have academic uses but are "competing spaces".
Also under consideration are residence hall lounges and computer labs – these areas have never been used as academic spaces, but present viable options if necessary.
The important item to remember is that all of this is temporary. Any space that is converted into office space will just get the bare minimum needed to be functional, i.e. power outlets, computer drops/ports, keying for faculty, carpet cleaning and possibly painting walls. If an area does not have air conditioning now, it is not getting it. The issue of funding remains unclear. Bob Neely pointed out that at some point this committee may need to present some recommendations to the Physical Plant and the PH and MJ Advisory Committees. A preliminary list of the ideas will be sent to members for consideration and presentation to their colleges/departments

> Construction timeline will be provided to committee for both projects. (Sean or Laura will send this out) The idea was also brought up of putting some type of campus community communication out to keep everyone informed of where things stand.

** (added by Laura – not discussed at meeting) Members of this committee can join the Pray Harrold Group on my.emich. All of the updates are posted there including the PH Milestones. The Physical Plant website has a link to the Mark Jefferson updates/timeline.**

III. Computer Refresh

Eric Owen passed out a revised edition of the spreadsheet suggesting ways to spend the allotted $90-$100K.

Currently Ron Woody does not have pricing, but Ron suggests submitting a pre-order to him and it is possible that we will see some savings. Currently DoIT is working on obtaining a campus license for Windows on the Macs, which will save a significant amount of money.

Bob Neely inquired about the 2 labs in Mark Jefferson that are due to be refreshed and if those should be done now or wait until after the renovation?

Wade Tornquist commented that the lab on the 3rd floor will not be renovated for approximately 2 or 3 years, and the basement is a "work around" situation. It would probably be best to go ahead with the refresh for those areas.

Steve Camron motioned to support Eric's proposal for Computer Refresh and to submit it to Ron Woody for order processing. La Verne Higgins second. Motion passed.

Polly Buchanan asked if the rest of the funding would be available for carts or something else?

Bob Neely said that this would be possible, if people really liked them, but we haven't received much feedback on those. If we really like the carts, at some point we might be able to phase out some of the labs.

IV. Three-year capital assets priority list.

Dennis Beagan and Sean Braden presented a spending summary of what will be spent over the next 3 years on campus. The list includes items for Academic Facility Enhancements, Housing Facility Enhancements, Other Campus Facility Enhancements, Energy Savings, Safety & Security and Asset Preservation. The total spent over the next three years is $171.5million. There is a new version and Sean will send it to Bob.

V. Discussion of funding/support for equipment when department/division have a request for capital projects.

A formal process was established to help prioritize. This will help determine the need of which project has to be handled first. It saves a lot of time in having to price out projects that sometimes go nowhere. There are 2 types of projects: 1) Capital Improvement – this involves an expenditure that is not maintenance related, but a significant improvement. This type of expense requires divisional approval; 2) FF&E request – this is for items such as new carpet, furniture, etc. Not considered a "major" improvement and only requires department approval. This would change if, in order to put in new desks or furniture it meant relocated outlets or walls. It would then be a Capital Improvement.

All of these are currently done on a first come/first serve basis. It would be helpful if this group could have some input in the prioritization of some of the projects. If the project request is made in one fiscal year, but cannot be completed until the next – departments need to make arrangements to have the funding carried over or plan to use the funding for something else.

VI. Discussion of single offices for faculty - this was mingled with the above discussion of swing/surge space.

Next meetings: June 11, 2009 1-3pm 320 Halle
                 July 16, 2009 1-3pm 320 Halle
                 August 13, 2009 1-3 320 Halle