

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	November 12, 2009
Time	8:00 to 10:00 a.m.
Location	320 Halle
Attending	John Boyless, Mary Brake, Michael Bretting, Dave Crary, Matt Evett, Sandra Hines, Chris Karshin (for Murali Nair), Bob Neely (Chair), Eric Owen, Mary Vielhaber, Fraya Wagner-Marsh Sean Braden – Liaison with Physical Plant
Absent	Dennis Beagen, Steve Camron, Wade Tornquist

I. Approval of minutes from 9/17/09

It was agreed to table approval until the next meeting in December.

II. Discussion of Relocation Plans and Surge Space

a) Documents

- a. Bob Neely shared the “Proposed ‘Swing Space’ Plan” from the Physical Plant with the committee. This document was first shared this week at an inter-divisional swing space meeting, with Bette Warren representing the Provost Office. While some space may require a facelift, there is adequate space on campus to accommodate classes. However, 10-15 rooms in buildings other than those controlled by Academic Affairs would have to be used as classrooms.
- b. He also shared the document dealing with office space, which he presented to the Cabinet--“Proposed Plan to Share with Departments Regarding Office Relocation During the Pray-Harold Renovation.”

b) Discussion

- a. Classrooms and Course Relocations: R25 and Scheduling
Bette Warren discussed the present position as regards scheduling:
 - Memos have gone out to Department Heads/School Directors and scheduling secretaries requesting them to identify instructors with mobility issues, be they related to ADA or the need to transport substantial quantities of instructional materials to class on a regular basis. These classes will be locked into the scheduler first.
 - A dry run of the scheduler has been done using the fall 2009 schedule. A run for fall 2010 won't be possible until the schedule is out in early December.
 - Rooms designated as labs and studios will not be overridden.
 - A memo will go out to DHs/SDs next week asking for information on classes that have special requirements (e.g., physics demonstrations). These classes—using rooms that at other times can be designated as general use--will be locked in.
 - Early in January, departments will be asked for their reaction to the scheduler's first run. If there are no substantial concerns the scheduler won't be run again; however, there will be enough time to re-input priorities and run it again, if necessary.
 - After the last run, DHs/SDs will be free to move things around within the spaces allocated to them.
 - Associate Deans, or those who deal with a college's room issues, will be asked for input on concerns regarding access and on types of access (key, keypad, swipe card,

personnel on site to open room/building). Cost incurred in providing access will not be a charge to departments or colleges.

- With regard to evening classes, any requests for a change from the 5:30 start time should be sent to the deans, so as to enable a consistent and coherent policy to be developed. Bob Neely undertook to contact Wade Tornquist regarding the number of classes starting at or after 5:30.

Bob Neely remarked that, as progress on scheduling is sequential in nature, it is difficult to cover all potential problems at this stage. After the first run of the scheduler, developments will be shared with the deans at their biweekly meetings.

Sean Braden stated that from a prioritization standpoint academic buildings will be looked at first to house displaced classes. After that, vacant spaces, McKenny, Halle, and the Student Center (in that order) will be considered.

b. Offices

Bob Neely discussed the potential plan for office space:

- Cabinet approval for the use of Hoyt, King, and Bowen is necessary before details are distributed to faculty and departments; to date approval has not been granted.
- Two departments would go to the third and fourth floors of King, the Dean's Office to Bowen, and everything else to Hoyt. These are the spaces requiring the least amount of money (as opposed to Jones and Goddard) to make workable.
- Opposition to using Hoyt has been voiced on the basis of accessibility issues for faculty. Commuter transportation is a possibility. Faculty with mobility issues would be located as close as possible to where they teach.
- Given the time crunch, the need for feedback to accommodate individual faculty needs, and the lack of any feasible alternatives, this plan would seem the only logical choice.

c. IT

IT will have to move for six to nine months. While Halle is one possibility to accommodate it, Computer Science is a better candidate for this space. Heating, cooling, abatement, and 24/7 access for IT servicing staff will be necessary. This is a major construction scheduling issue.

d. Miscellaneous Areas, e.g., storage, computer labs, etc.

- Mark Jefferson is utilizing Goddard for storage.
- Eric Owen stated that the Library maintains a couple of dozen VCR/DVD/TV carts in Pray-Harrold, which will need to be available for classes. Will need to find out who needs the equipment and where their classes will be located. Bob Neely will talk to Wade Tornquist re inventory of space and equipment.
- Sean Braden explained that the installed projection systems in Pray-Harrold will be reused in the renovated building. Bid packages for furniture and AV equipment for both Mark Jefferson and Pray-Harrold can be issued together, maximizing purchasing power and ensuring standardization between both buildings for ease of use. During the construction project the Pray-Harrold projectors will be set up on carts for use as portable units in other classrooms. This will cause wear and tear and the need for significant re-lamping, which will be built into the budget.

III. Laboratory Computer Refresh Program

- a) Bob Neely stated that Extended Programs & Educational Outreach had asked to be factored into our lab refresh for the off campus sites, a request he has denied since there is not enough money and we are already on a 9-10 year refresh cycle on campus.
- b) Remaining funding and priority for final allocation:
 - Eric Owen distributed a spreadsheet on Phase 2 of Lab Refresh.
 - 23 desktop Macs originally ordered for Biology (16) and COE (7) labs--and bundled with DOIT computer refresh purchases in order to avail of bulk pricing--are still with DOIT as Biology wants laptops, rather than desktops, and COE went with PCs in order to get more units. The next lab on the list for refresh is the Ford Art Lab, where the request is for 21 Macs.

Motion: Moved by Dave Crary to offer Art twenty-one of the excess desktop Macs and, if Art accepts them, to commit the funds that would have been used to refresh the Art lab to Biology for purchase of laptops. Seconded by Matt Evett. **Motion carried:** unanimously.

IV. Provost Tours, Observations, and Communications

Expectations and role of EEFC and possible reorganization of subcommittees:

The Provost has encountered negative comments concerning the EEFC on campus. Bob Neely distributed a) the MOU that established the committee and b) the subcommittee assignments and asked committee member to consider feedback on how to make the committee more effective and responsive to faculty concerns. Dave Crary commented that the outside construction space evaluation plan the committee looked at last spring would be a good basis on which to move forward in terms of capital projects and renovation. This document will be distributed to the committee electronically.