

Eastern Michigan University Division of Academic Affairs

Educational Environment and Facilities Committee

Thursday, November 17, 2011 (10:30 a.m.-Noon)

205 Welch (Location Change!!)

- I. (10:30) Approval of agenda
- II. (10:32) Approval of minutes from October 20, 2011
- III. (10:35) Announcement of changes in EEFC membership
Caroline Gould, Faculty, College of Education
Still one administrative vacancy Halle Library?
- IV. (10:40) Faculty Computer Refresh-email from Carl Powell (see next page)
- V. (10:45) Classroom Equipment Subcommittee: Draft Report-Dave Crary
(May not be available before meeting)
- VI. (11:00) Subcommittees:
A. Winter 2009 (see page 3):
1) Swing Space MJ/PH, (No longer needed?)
2) Capital Needs, Asset Preservation & Renovations, (Split-Long vs. Short-term?)
3) Centralized Scheduling/Space Utilization, (No longer needed?)
4) Laboratory Computer Refresh (Add all equipment?)
B. Fall 2011 for Discussion:
1) Asset Preservation and Safety
2) Capital Needs Planning
3) Classroom, Laboratory, and Faculty Equipment
C. Composition: 5 or 6 to each? At least 2 administrative and 2 faculty reps on each?
D. Preliminary Assignment of Members?
E. Meetings: Use regular EEFC meeting times, and schedule subcommittee and meetings of the whole as needed?
- VII. (11:45) Overlap with Student Affairs “Facilities” Committee:
Several EEFC administrative members on committee, appoint one EEFC faculty member via Faculty Senate to serve? Volunteer? Closest overlap to subcommittee is B. 2) above, but could come from another subcommittee.
- VIII. (11:50) Next Meeting: Subcommittees?
- IX. (12:00) Adjourn

Fall Term Meeting Schedule/Times:

Thursday, October 20 - 10:30 am to noon - 350 Student Center (completed)

Thursday, November 17 - 10:30 am to noon – 205 Welch (current)

Thursday, December 8 - 10:30 am to noon - 320 Student Center

Email from Carl Powell July 15, 2011:

Per the second item, IT has set aside approximately \$48K this fiscal year to handle machines that would normally be replaced as part of the Computer Refresh Program (suspended for FY12) that must be replaced but have exceeded their 3-year warranty period.

Carl R. Powell, Ph.D.

Sent: Sunday, October 30, 2011 2:16:06 PM

Subject: Faculty Computer Refresh

Carl,

I am contacting you in my role as Co-Chair with Jim Carroll of the university Educational Environment and Facilities Committee with regard to the faculty computer refresh program. In your July 15 email, in response to the EEFC resolution concerning the cancelation of faculty computer refresh program this year, you indicated that \$48K has been set aside to cover the potential cost of replacing out-of-warranty faculty computers that become inoperable this year.

With regard to procedures on this, are we correct that this would be handled by faculty taking defective computers to the IT Help desk for analysis and possible replacement?

Please let us know what procedures you envision for how to best handle these cases so the Provost's office and the committee can let department heads and faculty know what the procedures are.

Thanks!

Dr. David Crary

October 30, 2011 6:10 PM

David -

Yes, you are correct. The process all starts with a support call to the Help Desk. The IT support staff will determine if the machine can be repaired or if it needs to be replaced.

There is no need for the faculty to take the defective machine to the Help Desk (in the Halle Library); they should just place a call to the Help Desk. Our IT staff can always pick up defective or broken machines from the faculty's office.

Also, once the Computer Refresh Program resumes in FY13, we will be on a 4-year replacement cycle (vs. the previous 3-year cycle).

I hope that helps. If there are any additional questions or if any faculty member requires additional information, please contact either Andrea Tanner (Director of IT Enterprise Support) or Ron Woody (Senior Director of IT User Services).

Carl R. Powell, Ph.D.

Chief Information Officer
Eastern Michigan University

Subcommittee Rosters 2009-2010

Mark Jefferson/Pray-Harrold Swing Space:

Charge: Responsibility to function as the EEFC's liaison to all constituencies associated with the need for swing space resulting from the MJ/PH projects; will make recommendations to the EEFC regarding assignment of space, timing of relocations, etc.

Wade Tornquist

David Crary (contact)

Bob Winning (ex officio from MJ Advisory)

Educational Environment - Facility Needs, Preservation & Renovation:

Charge: Responsibility to (1) assemble list (s) of academic facility needs; (2) lead discussions with the EEFC and other appropriate campus constituencies regarding the prioritization of need.

Dennis Beagen (contact)

Sandy Hines

Mary Brake

Barbara Scheffer

Centralized Scheduling/Space Utilization:

Charge: responsibility to drill into the detail of facility usage on campus to provide insights and recommendations to the EEFC and the group overseeing the implementation of Resource 25, particularly with respect to facilities of under or over utilization.

Fraya Wagner-Marsh

Sandy Hines

Mary Vielhaber

John Boyless

Wade Tornquist (contact)

Laboratory Computer Refresh:

Charge: To coordinate the evaluation of laboratory refresh needs, and to make recommendations to the EEFC regarding the prioritization of need.

Steve Camron

Eric Owen (contact)

Matt Evett