

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	November 20, 2014
Time	3:30 pm to 4:45 pm
Location	212 Rackham
Attending	Colin Blakely, Rita Bullard, Jim Carroll, John Dugger, Tara Fulton, LaVerne Higgins for Fraya Wagner-Marsh, Chris Karshin, Don Keller, Patrick Koehn, Beth Kubitskey, Marianne Laporte, Pamela Lemerand, Sandy Norton, Eric Owen, Carl Powell, Scott Storrar, Denise Tanguay
Absent	Brigid Beaubien, Bob Densic, Fraya Wagner-Marsh

Meeting convened by Patrick Koehn at 3:31 pm

I. Agenda approved

- Moved by Eric Owen, seconded Tara Fulton, approved unanimously

II. Review and approval of October 16, 2014 meeting minutes

- Moved by Eric Owen, seconded by Denise Tanguay, approved: 11 yes, 0 no, 3 abstentions

III. Facilities Projects

a. Ongoing Campus Projects

- Science Complex Bridge issues identified, and repairs to be install over December break
- Alexander accreditation repairs to band/choir room should be completed next couple weeks
- Alexander step replacement nearly complete, some fabrication of handrails left, but will be installed next couple of weeks. Project allowed to fix some drainage issues
- McKenny Transfer Center, Service EMU almost complete
- Pierce Veteran Services substantially complete, was dedicated on Veterans' Day, 11/11/14
- McKenny Alumni Relations office construction complete, furniture to be delivered, move scheduled 12/10/14
- IRIM moved from McKenny and is now in 112 Welch
- DCOne restrooms project to begin this month
- St John's House (to be called EMU House), installed new windows & porch, on schedule to be completed 12/15/14, in time for first guest
- Public Safety upgrades will be completed by January
- Sculpture Studio, program relocating in March & April, construction March-August
- Conspectus Evacuation Signage, updating all evacuation signage on campus. Hired an independent architect/programmer to work on project.
- Parsons Center roof has issues from original construction, looking at different contractors, may need to do the work in stages
- Rackham lower level, phase II A/B, bidding it out now, look to start work next semester
- Maintenance: Sill ceiling tiles; Jones/Goddard ground floor windows, security fences; Briggs on-going roof repairs; Halle restrooms graffiti, new paint used will be incorporated to new specs
- Annual inspection of fire suppression systems, ongoing
- Miscellaneous projects: Alex courtyard decorative lighting; Huron River Drive bike path lights; replacing McKenny emergency lighting, 3rd & 4th floor completed; Mark Jefferson & Sherzer hydraulic elevator supply line repairs, Pease replacing cooling coil; COB boiler #2 (on order); Halle sump pump

b. Capital Funding

- No news on Strong

c. IT Projects

- Carl Powell Distributed handout, "IT Update-November 2014"
- Wireless
 - Most buildings updated, but King's installation continues Fall 2014/Winter 2015
 - Scheduled for FY16: Brown/Munson (SU15) and the Village Apartments, Sculpture Studio, Starkweather, and Welch
- VoIP, most buildings up and running with the following FY17 installations scheduled: Briggs, King, Pease, Psychology Clinic, Ryneerson and Sculpture & Ceramic Studios
- Additional IT Projects
 - Fall 2014: Microsoft EndPoint Protection conversion, Zimbra/EagleMail upgrade (December)
 - Looking into Box.net cloud storage, for storage of large amounts of data

d. Classroom Technology

- Alexander & Roosevelt still in progress
- Current Status: 58% Roosevelt rooms up and running, 2 additional rooms will be tomorrow, Alexander 3 rooms complete
- Status by December break: Roosevelt at 80%, Alex at 60%, early January finish
- Porter & Strong mapping both in preparation of next year's work
- Current Buildings Status
 - Operational: Mark-Jefferson (Science Complex), Marshall, Owen, Pray-Harrold, Rackham
 - Installation in Progress (Fall 2014): Alexander, Roosevelt
 - Summer 2015: Porter, Strong (10 rooms)
 - Summer 2016: Ford, McKenny, Sherzer, Sill
 - Summer 2017: Boone, Bowen, Briggs, Halle, Olds-Robb, Psychology Clinic, Quirk, Sculpture/Ceramics, Warner

IV. Computer Refresh

- Associate Deans reported to the committee their colleges' computer refresh activity this year
 - CAS: 2 labs refreshed this summer, adding lab & studio fees to specific classes to raise additional funds
 - COE: analyzing usage of lab and security, nothing upgraded
 - CHHS: triage machines each year and replace the most critical ones
 - COB: holding funds for next year's funds to have enough to refresh lab
 - COT: funds not spend yet, had flexibility to reevaluate lab upgrade needs, able to upgrade a lab in need even though it wasn't the next one scheduled
 - Library: \$15K funds allotted not enough to upgrade lab, but used these and some additional funds to upgrade a classroom
- Lab Security:
 - COE: high level of security on lab; card swipe, keypad, cameras, do others have such security?
 - CAS: mostly locks on doors, no issues with theft
 - COB: locks on doors, alarm keypad locks, couldn't afford card swipe
 - COT: keypad locks

V. Classroom Scheduling

- Large number of faculty members teaching in locales distant from their home building
- Faculty start in one place, then move over the next few weeks
- Why is this practice still happening? Class caps vs. actual students, CAS and CHHS have more classes than rooms available in their buildings
- R25 capable to schedule but restrictions placed in the program are causing this issue.
 - Colleges have specific buildings assigned to them. Each college identifies 80% of their rooms to schedule, 20% for scheduler to use.
 - Solution would be to remove the 80% rooms, let scheduler to job

- Do a dry-run of letting the system to schedule rooms, compare to actual schedule
- Don Keller will work with Wade to rerun a schedule FA14, without the 80/20 rooms restriction

VI. Other agenda items

- Future projects/topics

VII. Adjourn

- Meeting adjourned at 5:00 pm

Fall Term Meeting Schedule/Locations:

~~Thursday, October 16 – 3:30 pm to 4:45 pm – 401 Sherzer~~

~~Thursday, November 20 – 3:30 pm to 4:45 pm – 212 Rackham (current)~~

Thursday, December 11 - 3:30 pm to 4:45 pm – 152 Science Complex