

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	November 21, 2013
Time	9 am to 10:30 am
Location	325 Owen
Attending	Colin Blakely, Rita Bullard, Jim Carroll, John Donegan, Bob Densic, Tara Fulton, Sandra Hines, Chris Karshin, Don Keller, Marianne Laporte, Sandy Norton, Eric Owen, Carl Powell, Mary Vielhaber, Fraya Wagner-Marsh
Absent	Brigid Beaubien, Patrick Koehn, Shawn Quilter

Meeting convened by Jim Carroll at 9:05 am

I. Agenda approved

- Moved by Colin Blakely, seconded Chris Karshin, approved unanimously

II. Review and approval of October 17, 2013 meeting minutes

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

III. Facilities Projects

a. Ongoing Campus Projects

- Rackham demo complete, new electrical tie-in to building underway, project is on schedule to be complete in April 2014, and open in May 2014 for Physician Assistant classes
- Warner Locker Rooms, signage and security systems, for Winter 14
- Snow pharmacy completed, currently updating Women's Clinic – on track to finish 11/22/13
- Upcoming
 - Fletcher – security entry and cameras
 - Sculpture Studio – two proposals received, working with vendors to refine them, design phase will be in December/January, work to commence immediately following
 - Shipping & Receiving Central Stores building will be new location of Sculpture Studio, Shipping & Receiving will move first
 - Working with DTE regarding campus lighting plan in northern sections of campus; security lighting, emergency phones
 - Holman Success Center
 - McKenny, work starting January/February, build Service EMU area in central court of ground floor
 - King: ILIT relocation, doing electrical upgrade during winter break, use generator to keep WEMU running during this work. King has CAT 3, which will run VoIP, but not high-speed data.
 - Pease 100 Year Anniversary (2014-2015)
- FF&E requests tracking excessively high, on track to double last year's record. Expected turnaround: 6-8 weeks if submitted today, for larger requests (whole suite furnishing, carpeting, etc.); smaller requests like chairs quicker

b. Capital Funding

- Not discussed

c. IT Projects

- Carl Powell Distributed handouts, "Wireless & VoIP Coverage", "Google Apps for Students" and "Ellucian Mobile for Students"
- Wireless
 - Most buildings updated
 - Alexander, Boone, Briggs, Ford, Halle, Mark-Jefferson, Marshall, McKenny, Owen, Pierce, Porter, Pray-Harrold, Quirk, Roosevelt, Sherzer, Sill, Snow, Strong, Sherzer, Sill, Snow, Strong
 - Convo Center, Rynearson Stadium, Student Center

- Best, Buell, Downing, Phelps, Putnam, Sellers, Walton, Wise, Commons (DC1), Eastern Eateries (DC2)
 - Planned for FY14
 - Bowen, DPS, Olds, Rackham
 - Hill, Hoyt, Pittman, Marketplace (DC3)
 - Planned for FY15/FY16: Brown/Munson, The Village, Warner, Welch
 - Wireless in Residence Halls
 - Up and Running: Best, Buell, Downing, Phelps, Putnam, Sellers, Walton, Wise, Commons, (DC1), Eastern Eateries (DC2), and personal wireless routers allowed in all other halls
 - Summer 2014: Hill, Hoyt, Pittman, and Marketplace (DC3)
 - Summer 2015: Brown/Munson, Village Apartments
- VoIP
 - VoIP installation
 - Up and Running: Alexander, Boone, Convo Center, DPS, Halle, Mark-Jefferson, Marshall, McKenny, Owen, Physical Plant, Pierce, Porter, Pray-Harrold, Quirk, Roosevelt, Sill, Snow, Strong, Student Center, Welch
 - Fall 2013: classrooms in Mark Jefferson and Pray-Harrold, Sherzer and Warner
 - FY15/FY16: Briggs, Commons (DC1), King, Pease, Sherzer and Starkweather
- Google Apps for Students
 - Beginning Winter 2014, all incoming students put on Google system, not Merit/Zimbra
 - Ellucian Mobile for Students – Ellucian Go – working with Marketing to brand, student naming contest
 - Student Government testing completed, go live December 2, 2013

IV. Computer Refresh Policy

- Eric discussed Computer Lab Survey spreadsheet
- Applied criteria discussed last month to data, which reduced the number of qualifying labs
- The reduction in labs reduces the refresh cycle to 4.79 years
- Un-shaded labs are the new proposed refresh labs with the new criteria
- CHHS has only one lab on current refresh list, with new criteria it would be removed, should a college have no labs on refresh?
- Rackham has lab in plan that will be funded through the program
- Labs dedicated to specific programs should remain with that program
- How do you add a lab without new funds?
- Extended programs, library labs have been refreshed. Added to list without additional funds added
- Don Keller, everybody should give something up – look at EPEO labs?
- Library labs, are they really open for general use and classrooms?
- Labs that should be refreshed – student use as general lab, used by any program on campus
- Halle's large labs, COB lab, Student Center 24-hour lab funded by IT. Three computer refresh areas: computer labs refresh, IT labs, faculty/staff refresh.
- Trend is to go to fewer labs. Too many labs in Halle. Was an open lab in Pray-Harrold before construction, but converted to classroom
 - Could use one Halle open lab and still not have loss of student academic work. Move other lab to a building.
 - Require a tablet for every incoming student? Provide support services: print stations, charging areas, MS Office license
- If lab refresh cycle is reduced to 4.79 years, could those computers be repurposed to other labs? No trying to get all labs to same level

V. Classroom Technology

- a. Prepare for FY14/15 and Summer 2014
 - Select classrooms for future refresh
 - Work with faculty/staff in buildings
 - Get cost estimates
 - Map out FY15 and FY16

- Summer on physical installation, give colleges more advance notice of rooms offline in summer
 - 45 rooms updated per year
- b. FY14/FY15 building recommendations
- CAS – Alexander needs technology most – almost no classroom technology, the Strong with emphasis in large lecture halls, McKenny is big priority, Quirk, Ford, Sherzer, Bowen & Briggs
 - Halle – consider doing one a year, possibility of several very different classrooms, higher cost to go into buildings multiple times. Do all the cabling as a separate project to do wiring all at once.
 - Looking to replicate last year’s rooms this year
 - COT – no difference in priority, may be a subtle preference to Roosevelt
 - Carl Powell and Jim Carroll will prepare a list to put forward in December and call for a vote

VI. Other agenda items

VII. Adjourn

- Meeting adjourned at 10:25 am

Fall Term Meeting Schedule/Locations:

~~Thursday, September 29, 2012 – 10:30 am to noon – 205 Welch Hall~~

~~Thursday, October 17 – 9 am to 10:15 am – 101 Marshall~~

~~Thursday, November 21 – 9 am to 10:30 am – 325 Owen~~

Thursday, December 13 – 9 am to 10:30 am – 207B Sill Hall