

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	October 16, 2014
Time	3:30 pm to 4:45 pm
Location	401 Sherzer
Attending	Rita Bullard, Jim Carroll, Bob Densic, Susann deVries (for Tara Fulton), Don Keller, Beth Kubitskey, Marianne Laporte, Pamela Lemerand, Eric Owen, William Pollard (for Chris Karshin), Carl Powell, Scott Storrar, Denise Tanguay, Fraya Wagner-Marsh
Absent	Patrick Koehn, Brigid Beaubien, Colin Blakely, Tara Fulton, Chris Karshin, Sandy Norton

Meeting convened by Jim Carroll at 3:40 pm (room locked)

I. Agenda approved

- Moved by Eric Owen, seconded Fraya Wagner-Marsh, approved unanimously

II. Review and approval of April 15, 2014 meeting minutes

- Moved by Eric Owen, seconded by Don Keller, approved unanimously

III. Facilities Projects

a. Ongoing Campus Projects

- The handout, "Capital Expenditure Budget, Fiscal Year 2014-2015", was distributed
- \$12.636M budgeted for all capital projects
- Academic Facilities including: Rackham Hall lower level renovations, shared EMU/St. Joe's Hospital anatomy lab (Dec. 2014), McKenny Advising/One-Stop shop, Service EMU, and Transfer Center, and the Sculpture Studio
 - Will close counters in Pierce, eventually, and when more experienced, will create "pop-up" centers throughout campus at key times
- Safety & Security including: Unified evacuation signage throughout campus buildings, cameras, DPS renovation (to accommodate additional officers), AED (defibrillators), and expanded street lighting (working with DTE) includes Westview Apartments
- Other Campus Capital items including: Alumni Relations & Foundation moving to reconfigured McKenny, DC1 restrooms, Wise Hall renovation design, asset preservation and other miscellaneous projects.
- Alexander steps project to be completed in the next two weeks, fixing Roosevelt fume hood, completed various sidewalk/lighting projects
- 300% increase in FF&E submissions in last two years
- Creating a Furniture Purchase website for individual purchases of chairs, desks, bookshelves, and lamps, from pre-approved vendors. You will pay with PCards.

b. Capital Funding

- State capital outlay request due October 31, 2014; it will be \$47M for complete renovation of Strong
- Last year's score was 4th, however, state did not fund any projects
- State had concentrated solely on STEM for their criteria, but have loosened somewhat on STEM in the past year
- Success of Pray-Harrod project beneficial to EMU

c. IT Projects

- Carl Powell Distributed handout, "Technology Status Update"
- Wireless
 - Most buildings updated
 - Planned/Completed for FY15: The Towers (Hill, Hoyt, Pittman), King (Fall 2014)
 - Scheduled for FY16: Brown/Munson (SU15) and the Village Apartments, Central Receiving, Sculpture Studio, Warner (upper level), Starkweather, and Welch
- VoIP

- VoIP installation scheduled for FY17: Sculpture Studio, Briggs, King, Pease, and Psychology Clinic
- Additional IT Projects
 - Summer 2014: Banner upgrade, Google Apps for students migration, My.Emich portal upgrade
 - Fall 2014: Microsoft EndPoint Protection conversion, Zimbra/EagleMail upgrade (December), move 24-hour computer lab from Student Center to 1st floor of Halle Library-Halle's ground floor will be open 24/7

IV. Computer Refresh

- Jim Carroll gave a brief history of Computer Lab Refresh for the new members
- Colleges now responsible for their own computer labs refresh
- Next meeting, Associate Deans report to committee their computer lab activity

V. Classroom Technology

- a. Prepare for FY15/16 and Summer 2015
 - Jim Carroll discussed the history of Classroom Technology project, and its concept of a Technology Standard and all rooms have the same equipment
 - Colleges work with Bill Shell when buildings are scheduled to be updated. Porter and 10 rooms in Strong are scheduled for next fiscal year.
 - Average of 50 classrooms are updated per year
- b. Discussion
 - 42 classrooms in Alexander & Roosevelt being updated, started in July, will be completed by end of Fall 14
 - Carts arrived with wrong holes, new ones just arrived, wiring completed, and as classes have space, carts will be installed
 - Because the budget for summer projects isn't approved until mid-June, but summer semester starts in May, we are working with Business & Finance on options to have the funds available earlier.
 - Don Keller said the Roosevelt install went well. Marianne Laporte said the Alexander installed had/has its challenges
 - Because of lighting issues, COB retrofitting brighter projectors in some of its classrooms. Will install the current COB projectors in other classrooms
 - Current Buildings Status
 - Operational: Mark-Jefferson (Science Complex), Marshall, Owen, Pray-Harrold, Rackham
 - Installation in Progress (Summer 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

VI. Other agenda items

- Future projects/topics
 - EEFC Historical data, presented/discussed for benefit of new members
 - What's the Number 2 Capital Request? How are priorities established in Capital Plan?
 - List of Deferred Maintenance by Building
 - Bulk purchases of building/classroom items across the university to obtain better pricing

VII. Adjourn

- Meeting adjourned at 4:40 pm

Fall Term Meeting Schedule/Locations:

~~Thursday, October 16 - 3:30 pm to 4:45 pm - 401 Sherzer (current)~~

Thursday, November 20 - 3:30 pm to 4:45 pm - 212 Rackham

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