

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	October 18, 2012
Time	10:30 am to Noon
Location	213 Porter
Attending	Colin Blakely, Rita Bullard, Jim Carroll, Matt Evett, Caroline Gould, La Verne Higgins (for Fraya Wagner-Marsh), Sandra Hines, Don Keller, Patrick Koehn, Marianne Laporte, Eric Owen, Carl Powell, Shawn Quilter, Mary Vielhaber
Absent	John Donegan, Barbara Scheffer, Maria Sipos, Fraya Wagner-Marsh

Meeting convened by Eric Owen at 10:35 am.

I. Agenda approved as distributed

- Moved by Matt Evett, seconded Patrick Koehn, approved unanimously

II. Review and approval of September 20, 2012 meeting minutes

- Moved by Don Keller, seconded by Mary Vielhaber, 11 yes, 0 no, and 1 abstention

III. Technology Projects

a. Faculty & Staff Computer Refresh

- Welcomed Carl Powell to committee
- Refresh and cascade working well. IT kept machines as standard as possible to get them out as quickly as possible.
- Issues with the Macs not being delivered. This is an Apple issue, not an EMU one.

b. Academic Affairs Laboratory Computer Refresh

- Don Keller, Marianne Laporte and Eric Owen met to work on computer refresh subcommittee. Will be inviting others (college techs, lab techs, IT personnel) to join subcommittee.
- Lab categories – open labs or restricted, who would support the labs. Should some labs be removed from refresh list? If so, then need commitment that those labs will be kept up-to-date outside of lab refresh system.
- Considering thin client system with a lab from both CAS and COT to stretch computer refresh dollars. Thin client utilizes a server to run the software for the basic machines in the lab.
- Citrix is the thin client software. IT supported computer labs are using thin client, at about a 20% savings. Will look into using for staff computer refresh for some employees.
- Thin client performance: general lab could take some downtime, but not a classroom
- Thin client is better with basic software systems, not recommended for computing extensive software like SPSS.
- Aric Krikland is the thin client point person.

c. Classroom Technology Refresh – Jim Carroll

- Series of kick-off meetings last week. AJP Consulting hired-national experience with audio/visual equipment installations. They have experience with higher education (University of South Florida), stadiums. Jim Carroll distributed a Classroom Technology Classroom Inventory list, which is the list of classrooms AJP will review. AJP will map the rooms, inventory them, then compare against the basic requirements. Better to refresh an entire building, not various classrooms in multiple buildings. They will come back with the recommended rooms to be refreshed.
- AJP Consulting met with Associate Provosts, then with Purchasing, IT and Jim Carroll. Will be invited to the November EEFC meeting.
- Ability to walk into demo room and select a standard classroom, or enhanced college set up
- Built into the capital budget for the next three years, if outcome is good, will be funded every year thereafter
- Data collected will be inputted into Banner. Also providing a clear maintenance process for the equipment.
- Twenty-five rooms will be updated after Winter 13 ends. Will try to block out rooms during summer to enable the rooms to be updated before Fall 13. Plan to have 100 classrooms updated by September 2013.

- Report from AJP by end of Fall 12, demo room will be available by end of Fall 12

IV. Facilities Projects

a. Mark Jefferson Science Complex

- Marianne Laporte – invitations to Mark Jefferson opening October 30, 3 pm, will be sent to all employees
- Fire alarm issue is being resolved.

b. King Hall

- Full-Time and Part-Time lecturers (CAS, CHHS) are moving to the 3rd floor later this week and next week
- 4th floor will remain vacant to enable Physical Plant to update
- Long term plan – faculty offices

c. Capital Funding

- State is not funding any capital requests this fiscal year. The requests must be submitted, but no projects will be funded. Strong will be put forward.
- Integrated Arts Project, as planned, doesn't meet the new criteria for funding. Will need to be redefined and written to the new guidelines. Technology will need to be more prominent.
- Jim Carroll will ask John Donegan to bring the governor's new criteria to next meeting

d. IT Projects

- Wireless enhancements; in year one of three-year plan. Converting from basic (hotspot) wireless, to enhanced (antenna covering entire building) wireless
 - All university buildings mapped out
 - Enhanced wireless completed: Pray-Harrold, Student Center, Halle, Alexander, Sill and Owen
 - Strong – only swapped out antenna, not cabling in anticipation of Strong being approved for capital funding. Now that funding for Strong is at least two years away, will IT revisit the cable decision? Carl Powell said IT would consider based on the Strong funding timetable.
 - Buildings scheduled for improvement often end up in maintenance limbo
 - Waiting on Purchasing on wiring contracts for Mark Jefferson, Marshall, Porter, Quirk, and Roosevelt
 - Working with Provost's Office to get additional funding to move next year's scheduled buildings to this year
 - Priority given to buildings with large numbers of classrooms or faculty offices. Athletic facilities and heavy administrative buildings are near the end. Welch Hall is in the last year.
 - Not all campus buildings will be upgraded to enhanced wireless. Hover, DPS, Physical Plant, Pease, Warner and Bowen not being upgraded. Now that classrooms have been identified in Warner and Bowen, these buildings may be reconsidered.
 - Enhanced wireless operates at higher speeds to accommodate more devices, and different wavelengths to accommodate various aged devices.
 - Owen had initial problems, but worked with Owen to identify the issues. In addition to fixing the Owen problems, it fixed problems across campus.
 - Both EMU Wireless and EMU Wireless Secure are available for faculty and staff use. Wireless Secure requires an application to be downloaded to your device. Guest wireless accounts are available; any faculty or staff member can request one online. They are available for up to 28 days; the default duration is midnight of the day it's requested.
 - Emails have gone out explaining these options, but not explicitly stating that EMU Wireless Secure is available to faculty and staff.
 - Jim Carroll explained that classroom technology funding for this year will be traded with next year's wireless enhancement funding so that wireless enhancement can move forward. When classroom technology project needs additional funding, the wireless funding will go toward the classroom technology project.
 - Outside wireless testing at Rynearson, battery life an issue. Best place to test is where large numbers of students gather outside (Student Center, Halle, Pray-Harrold)
- VOIP installation
 - Year two of three-year rollout, Halle, Mark Jefferson/Science Complex, Pray-Harrold, and Porter updated. Sill, Strong, and Pierce by December. Nine other buildings first half of 2013. Welch is in year three.
 - Residence halls – May 2014 and 2015 (can only upgrade during summer)

e. FY13 Projects

- Building inventory project – please keep building these inventories so there are inventories for each building for

John Donegan's reference. John Donegan can use these as documentation for his budget planning/requests.

V. Committee Goals/Agenda Items for Year and next meeting

a. Ideas?

- Tighter integration of IT Academic Committee with EEFC.
 - IT has steering and advisory committees: IT Steering Committee, Academic Advisory, Non-Academic Advisory, and Infrastructure Advisory.
 - Infrastructure Advisory committee works with Physical Plant and Purchasing, and may be eliminated since these members already meet on a weekly basis.
 - Academic Advisory/EEFC may merge – are two committees working on similar issues needed? May add additional items to the EEFC, but want to be certain that no items are missed.
 - Non-Academic Advisory (Banner issues, project priorities) and Banner Operations Committee-BOC (project coordination) deal with IT project prioritization.
 - Looking if all committees are necessary, but without losing focus on issues/items they address.
- Set up long-term processes to involve faculty in determining what is needed in classroom technology – biennial survey? Survey should include support, training, beta classroom, etc. Should also include fixtures and furnishings.

b. Projects?

COT faculty representative is unable to attend meetings because of teaching schedule. Will committee consider moving meeting time to 11 am to 12:15 pm for this semester? Maybe change start time to 9 am? Would rather shorten the time and be more disciplined on time management. Jim Carroll will email committee for input.

VI. Adjourn

a. Meeting adjourned at 11:37 am

Fall Term Meeting Schedule/Locations:

~~Thursday, September 20, 2012 – 10:30 am to noon – 205 Welch Hall~~

~~Thursday, October 18 – 10:30 am to noon – 213 Porter~~

Thursday, November 15 – 10:30 am to noon – 125 Quirk

Thursday, December 13 – 10:30 am to noon – Ford Studio B