

Meeting Notes

Item	Description
Name/Title	Educational Environment & Facilities Committee
Date	September 19, 2013
Time	9 am to 10:30 am
Location	205 Welch
Attending	Rita Bullard, Jim Carroll, Bob Densic, John Donegan, Tara Fulton, Caroline Gould, Sandra Hines, Chris Karshin, Don Keller, Patrick Koehn, Marianne Laporte, Sandy Norton, Eric Owen, Carl Powell, Shawn Quilter, Mary Vielhaber
Absent	Colin Blakely, Fraya Wagner-Marsh

Meeting convened by Jim Carroll at 9:00 am

Jim Carroll welcomed everyone and thanked members for volunteering to serve on the committee.

I. Agenda approved

- Moved by Pat Koehn, seconded Shawn Quilter, approved unanimously

II. Review and approval of April 18, 2013 meeting minutes

- Moved by Eric Owen, seconded by Pat Koehn, approved unanimously

III. Facilities Projects

a. Ongoing Campus Projects

- Introduced Bob Densic from the Physical Plant, new ex-officio member of the committee
- Bowen-Roosevelt parking lot update over summer, took six weeks at a cost of \$1M, gained spaces (a first), landscaping to be finished
- ARC in library is finished (close to it), tried and tested in recent hot weather
- \$2.2M facelift in Best Hall, well received
- Eight full system roof replacements
- Priorities changed on campus projects; now influenced by strategic themes, projects will be planned around these themes
- State capital funding focus changed
- Board tour of facilities this summer, very surprised by the condition of some facilities, and asked to prioritize projects
- Bob Densic distributed Capital Project Scoring Summary Sheet
 - Need academic ranking input from EEFC – with significant progress by December for Capital Planning process
 - Perpetual cycle, items added/removed as needed. Becomes a master planning document
 - Many subsets under each building
 - Need timeframes and how the interiors are utilized/function, but not maintenance items
 - Need recommendations on which academic facilities will be addressed
 - Will estimated project costs be provided? Physical Plant will provide a ROM for the projects, but may change in future
 - What is the scoring matrix; is 5 excellent or poor, high or low? Is zero a value?
 - Strong will always be #1, unless directed by Board to change
 - Sculpture Studio on list because work not complete
 - Does parking fit in this matrix? Maintenance of lots, no; additional parking, yes
- Housing at capacity
- Rackham completely empty former occupants moved to various locations around campus.
 - Boone Hall: Community College Relations and Academic Service-Learning
 - Mark Jefferson: CSIE program and ECA Biology Lab
 - Sill Hall: B-Side and Digital Inclusion
 - King Hall: Non-Profit Alliance, English as Second Language
 - Halle: Course and Program Development (Holman), study tables
 - Student Center: Ombudsman Office
- McKenny will be updated to a “one-stop” for transfer students with a transfer center, additional advising space, a Service EMU counter
- Building new Anatomy and Simulation Labs at St. Joe’s Hospital for Physician Assistant program, and will also benefit other CHHS programs
- Physical Plant now operating dining. There are 5 rooms in McKenny for usage with limited catering available. Reserve

through Event Planning; no room charge for academic purpose. No additional classrooms in McKenny

b. Capital Funding

- Covered in above section

c. IT Projects

- Carl Powell Distributed handout, "Enhanced Wireless & VoIP Phones"
- 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, Warner
 - Hill, Hoyt, Pittman, Marketplace (DC3)
 - 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, Physical Plant, Pierce, Porter, Pray-Harrold, Sill, Strong, Student Center, Welch
 - Fall 2013: McKenny, Owen, Quirk, Roosevelt, Snow, and classrooms in Mark Jefferson and Pray-Harrold
- New Apps
 - Google Apps
 - Email, calendar, files, Google
 - Keep @emich.edu address
 - Student migration
 - Summer 2013 – individual volunteers
 - Fall 2013 – self-nominate conversion
 - Winter 2014 – mass migration
 - Faculty choice: stay on EagleMail (Zimbra) or switch to Google Apps
 - Ellucian Mobile for Students: mobile access to my.emich info, links directly to Banner data, course schedule and grades, campus maps, phone directory, registration (2014). Planned rollout in late Fall 2013

IV. Computer Refresh Policy

a. Computer lab survey

- All seven labs on this year's refresh are completed
- Survey responses show 66 labs, an increase from current total of 50. This includes 100 additional PCs and 200 additional Macs.
- Will upload the materials to eCollege site

V. Classroom Technology

a. Review Budget

- Carl Powell thanked Aric Kirkland, Bill Shell and Chris Longerbeam for their work on this project
- Marshall (16) and Owen (32) classrooms completed this summer
 - HDTV (80") or projector
 - Ceiling speakers
 - Instructor podium w/touch control panel
 - Computer (thin clients), document camera and BluRay/DVD player
 - VoIP phone (IT and DPS presets)
- VoIP phones to Mark Jefferson and Pray-Harrold classrooms (120)

b. Demo classroom support

- Carl Powell distributed Media Cart Instructions handout, which is located in every updated classroom
- Aric Kirkland, Director, Classroom and Desktop Technology, demonstrated the classroom support system
- Expanded helpdesk hours: 7:30 am-8 pm, Monday-Thursday; 7:30 am-5 pm, Friday; 6 hours on Saturday

- All college techs under IT, providing backup
 - Tech dispatched to classroom by instant message; with copies secondary backup and management
 - Message has option to accept, decline
 - Has the ability to remote control the classroom panel
 - Aurora system in new rooms, in future will work on Mark Jefferson and Pray-Harrold Creston systems
- c. Prepare for FY14/15 and Summer 2014
- Carl Powell distributed "Instructional Technology for EMU Classroom Buildings"
 - Funding for 53 classroom for next year, 44 for subsequent years, which translates to a 7-year replacement cycle
 - Vendors installed everything except computers and phones, those installed by IT personnel
 - Original \$1.5M funding reduced to just under \$1.4M, approximately \$800K to the construction company and \$260K to design consultant for a total of \$1.1M spent this summer. \$232K remaining balance from adjusted funding budget, \$75K set aside for rework (exceptions), which leaves the budget for 53 classrooms
 - Design work to begin by December break to allow time to work with faculty
 - EEFC determine schedule of classrooms to be updated
 - Wiltec had to re-work the design drawings that were provided by last year's design company. All previous inventories will be redone.
 - Will there be an evaluation of the classrooms? Bill Shell will survey faculty on several items.

VI. Faculty Representatives/Co-Chair elections

- Eric Owen call for nominations, and volunteered to serve as co-chair again this year
- Eric Owen re-elected unanimously

VII. Committee Meeting Date/Time

- Rooms for remaining fall meetings will be posted on course shell
- DH/SD meeting conflict with the EEFC meeting resolved. Dave Woike will reschedule the DH/SD meetings

VIII. Other agenda items

- a. Card readers in Pray-Harrold
- May need to re-wire system, looking for tests in Mark Jefferson and Pray-Harrold classrooms – only eight total classrooms with readers
 - Made lot of progress with IT including the development of the attendance report
 - Reports are in R25, secretaries download and send to faculty members. In the future the report may be available in my.emich Self-Serve
 - Can search by CRN number; shows everyone who ever registered including dropped students and those who never attended
 - What's the status of the QR Code system for attendance?
- b. Discussion
- Sill hall has keypads on doors, couple inquiries from other colleges, should this committee address the issue?
 - Eric Owen asked that this item be added to next month's agenda
 - Trend in Education moving towards card readers at the door, with a software management package to lock classrooms/labs after hires.
 - Also can have a card reader that needs a card swiped, plus a four-digit code.

IX. Adjourn

- Meeting adjourned at 10:31 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