

Meeting Notes

| Item | Description |
|------------|---|
| Name/Title | Educational Environment & Facilities Committee |
| Date | September 20, 2012 |
| Time | 10:30 am to Noon |
| Location | 205 Welch Hall |
| Attending | Colin Blakely, Rita Bullard, Jim Carroll, John Donegan, Matt Evett, La Verne Higgins (for Fraya Wagner-Marsh) Sandra Hines, Don Keller, Marianne Laporte, Eric Owen, Shawn Quilter, Don Ritzenhein (for Patrick Koehn), Barbara Scheffer, Mary Vielhaber, |
| Absent | Caroline Gould, Patrick Koehn, Fraya Wagner-Marsh |

Meeting convened by Jim Carroll at 10:34 am.

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

I. Agenda approved as distributed

- Moved by Don Keller, seconded Barbara Scheffer, approved unanimously

II. EEFC Membership

- Jim Carroll distributed a current membership roster
- College of Technology faculty member vacancy, Matt Evett requested nominees in yesterday's (9/19/12) Faculty Senate meeting.

III. Review and approval of April 26, 2012 meeting minutes

- Moved by Mary Vielhaber, seconded by Barbara Scheffer, 8 yes, 0 no, and 4 abstentions

IV. Technology Projects

a. Faculty & Staff Computer Refresh

- Program up and running. It is now a four year refresh cycle, with faculty computers refreshed first
- For refresh problems, contact Carl Powell or Ron Woody.
- Contact IT if older computers waiting to be refreshed experience problems.
- Swap out your oldest computers first, which may not be the one being refreshed. It is not a one-for-one swap. IT wants to clear the departments of the oldest machines.

b. Academic Affairs Laboratory Computer Refresh

- Eric Owen distributed EEFC Computer Refresh Labs Updated List September 2012 report
- Jim Carroll asked committee members to keep the lab data updated. Two items listed as COE labs are not labs any longer, they will be removed from the report.
- Is there a definition of what is a "computer lab"? No document at present, but committee should address this.
- Subcommittee should address, with members to include EEFC, IT, college techs
- **Motion:** A subcommittee should be established to review and define the rooms available for Computer Refresh from the Educational Environment and Education Committee. Moved by Don Keller, seconded by Colin Blakely Motion carried unanimously.
- Volunteers for subcommittee: Eric Owen, Don Keller, Marianne Laporte
- When Rackham is renovated, their computer lab will need to be added to the list
- CHHS laptop cart computers distributed to adjuncts for use in teaching, and not as portable classroom lab. This use will need to be addressed by subcommittee.
- Do new labs purchased by colleges always go on the list? Will need to be addressed by subcommittee.
- Who will support these systems: IT, college techs, A/V techs? Wiltec not a good option – need someone on staff to 'own' process. Look to other colleges/universities on how they do it. John Donegan will make inquiries.

c. Classroom Technology Refresh – Jim Carroll

- Jim Carroll distributed Classroom Technology Upgrades and updated committee on project status
- Consultant firm to inventory each classroom: current technology, and recommended technology

- Sandbox classroom in FDC with all the equipment for training sessions completed in fall 12
- 25 classrooms completed by winter 13, 100 classrooms completed by fall 13
- Goal to have an automatic, seven-year renewal plan for classroom technology
- Jim Carroll should have additional information from consultants by 9/21/12, and will forward to committee
- Computer labs – not all on the classroom list. Computer lab refresh only refreshes the computers, not the classroom technology
- Can a distributive technology be added to the minimum classroom? Power and cooling might make this option prohibitive

V. Facilities Projects

a. Mark Jefferson Science Complex

- Marianne Laporte updated the committee. Working through punch list items, but people happy with it. A/V biggest challenge, but easier this time (lesson's learned).
- Everyone should tour the building

b. King Hall

- King Hall will be used for office space; 4th floor – WEMU, 3rd floor – English, H&P, SAC, CMTA, CHHS, ECA
- John Donegan informed the committee that with permanent space assignments, there is more Physical Plant work: cleaning, keys, etc. Who will pay for these services?
- Nutrition Services will move to Rackham, but not until building is ready. Need to find space for Health & Safety Office

c. Capital Funding

- Jim Carroll distributed the Capital Summary Plan Summary
 - Asset Preservation – ADA issues addressed through Adam Meyer
- East campus needs attention, road worst on campus. John Donegan hopes to fix that road next fiscal year

d. FY13Projects

- Because of Physical Plant budget cut, glitz blitz not possible this year
- Going back to Wiltec issue, why not use the funds spent on Wiltec to hire internal employees responsible for these issues

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

a. Ideas?

- Because many items addressed by the committee are more and more IT dependent, Jim Carroll will invite Carl Powell to join as ex-officio member.
- Update building inventory lists; keep them updated in course shell, available for John to review as needed, for future building updates.

b. Projects?

Jim Carroll asked for volunteers to host the remaining fall meetings. Also suggested that we consider a different meeting day/time to better accommodate room availability.

John Donegan told the committee that the campus buildings have been addressed for shipments, but not for US postal mail. Jim Carroll requested the list be shared with the committee so the members can inform their colleges.

VII. Adjourn

a. Meeting adjourned at 12:03 pm

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