

Facilities, Support Services and Technology Committee

December 13, 2016 – 10:00AM – Room 1270 FAB

Minutes

Present: J. Fitzgibbon, P. Hook, T. Leff, S.A. Ozgun-Koca, L. Pile, J. Withey, K. Conely, D. Hubbard, R. Laith, A. Rothe, H. Wyatt Jr.

Absent with notice: S. Calkins, M. Fracassa, M. Samson

Absent: T.R. Reddy, S. Putatunda

- I. Capital Projects update – Harry Wyatt, Jr., Associate VP, FP&M
 - a. Harry Wyatt presented an overview of current major capital projects and whether they were on schedule within budget or experiencing a potential problem. Additionally, the committee was informed that the annual capital request to the State of Michigan was submitted. As with last year, WSU submitted a proposal for remodelling the former Science and Engineering Library for utilization as laboratory space for Chemistry, Physics and Biological Sciences.
 - b. A number of questions and concerns from the committee were also addressed, including the following
 - i. Has a plan for pedestrian traffic along Anthony Wayne Drive been considered? With the new housing, the number of pedestrians could impact automotive traffic during peak hours.
 - ii. Is the architectural design for the new housing in line with existing buildings? Harry Wyatt commented that the architectural style of WSU is quite eclectic and it would be difficult to define a single style. The design firm is aware of the concerns of faculty as to the potential large block like façade and has made some changes to address the critique.
 - iii. Issues related to building problems in the dormitory should be reported to the housing authority, headed by Tim Michael, Associate VP for Business and Auxiliary Operations and Chief Housing Officer. Soon, the management company Corvias Management, will take control of daily operations of all student housing.
 - iv. Deferred maintenance is an ongoing concern. Operational constraints are present. Organizational changes are anticipated and planned to help address inefficiency in the system.
- II. REPORT FROM THE CHAIR
 - a. Childcare facility implementation update – information from Joe Artiss
 - i. A meeting was held on December 5th between the Daycare Implementation Committee, Ken Doherty and three outside vendors with the goal of developing an RFP.

- ii. The committee is to meet again in the new year and the goal is for the RFP to be ready in early 2017.
 - iii. The possible location of the center has not been set.
 - b. TravelWayne issues update – information from Joe Artiss
 - i. The following has been discussed with the TravelWayne committee including Ken Doherty and Daren Hubbard:
 - 1. The software is not at all intuitive. "Power" users like some of the athletic teams who do a lot of travel seem to have less difficulty with it whereas the occasional (read faculty here) user struggles.
 - 2. It was never meant to be used by the faculty but coincidental with its introduction about 5 years ago WSU has laid off much of the administrative support staff so the faculty have to use it. U of M has addressed this issue by creating a new centralized processing center/department(?) about 3 months ago. The faculty fill out their paper forms and send it to this dept/support group to enter the data into the system.
 - 3. Concur is pretty much the only game in town. Banner has a travel module but apparently it is even worse than Concur.
 - ii. Daren Hubbard provided some additional information
 - 1. Some issues arise due to lack of common practices across units. There is a goal to have a set of standardized practices.
 - 2. An app to be used with the system is available and many users think the app is more intuitive compared to the online site. A tutorial could be developed to help users that travel infrequently.
 - iii. A question was raised as to whether WSU could outsource travel to a travel agency such as American Express.
 - c. Dates for 2017 Winter semester meetings
 - i. We decided on the third Wednesdays of the month at 10 am. Dates include: Jan 18, Feb 15, Mar 15, Apr 19. All meetings will be held in 1270 FAB unless noted.
 - d. Request for volunteers to serve on the following committees – Thank you to volunteers
 - i. TravelWayne evaluation
 - 1. S.A. Ozgun-Koca
 - ii. Childcare facility implementation
 - 1. A. Rothe
 - iii. Information Systems Management Committee (ISMC)
 - 1. J. Fitzgibbon

III. OLD BUSINESS

IV. NEW BUSINESS

- a. Can the committee learn more and have concerns raised about campus handicap access. Of specific note, there are issues with the parking facilities.

V. ADJOURNMENT