Facilities, Support Services and Technology Committee

February 15, 2017 – 10:00AM – Room 1270 FAB

Minutes

Absent with notice: P. Hook, A. Rothe, D. Hubbard, H. Wyatt Jr.
Guest: Tom Anderson, substitute for K. Conely

I. Progress update on TravelWayne – S. Asli Ozgun-Koca, member FSST and TravelWayne committee - see attached

II. REPORT FROM THE CHAIR
   a. Childcare facility implementation update – next meeting, Monday, Feb 20th, report will be provided by Anne Rothe at the March meeting
   b. Date change for March meeting – March 8th, 10 am

III. OLD BUSINESS
   a. Guest speakers for the March meeting will be Nikki Wright, Dir, Equal Employment Opportunity, Office of General Counsel and ADA coordinator and Randie Kruman, Director, Student Disability Services
   b. C&IT sent an email to members of the WSU community regarding participation in the selection of a possible new learning management system. From the email:

   Three leading LMS vendors will demonstrate their products live on campus. Each vendor will present the features of their LMS in a 90-minute presentation followed by a Q&A session. All faculty and students who use the current LMS (Blackboard) are encouraged to attend.

   Blackboard: Wednesday, Feb. 22.
   Instructure (Canvas): Thursday, Feb. 23.
   D2L (Brightspace): Tuesday, Feb. 28.

IV. NEW BUSINESS
   a. A new business has opened near campus. The Common Pub is located in the space along Cass formerly occupied by Lefty’s. The owners of the Common Pub were previously affiliated with the well liked Atlas Global Bistro.

V. ADJOURNMENT
TravelWayne

Committee Status Report
2-15-2017

At the request of the Provost and the President of the Academic Senate, a committee was formed to review both University Travel Policy and the TravelWayne (Concur) system. The committee was formed in late summer/fall 2016. The following is a brief summary of what has occurred and what is planned:

1. The Committee was formed with representation from academia, SCD administration, and central administration. The following are the members of the committee:

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<tr>
<th>Academy</th>
<th>SCD Administration</th>
<th>Central Admin</th>
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<tbody>
<tr>
<td>Allen Batteau</td>
<td>Elizabeth Elder</td>
<td>Bhavani Korner</td>
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<tr>
<td>Asli Salih Özgür-Koca</td>
<td>Mary Buchan</td>
<td>Daron Hubbard</td>
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<tr>
<td>David Kessel</td>
<td>Sharon Progar</td>
<td>Dennis Orr</td>
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<td>Joe Artis (retired 12-2016)</td>
<td>Susanne Robell</td>
<td>Ken Doherty</td>
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<td>Warren Doucet</td>
<td>Leann Day</td>
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2. The initial meetings provided for an open dialog regarding strengths and weaknesses of the Concur system. While the policy regarding Travel was distributed to the team, there was not much interest in reviewing policy among committee members. There was some frustration expressed regarding Concur functionality related to system navigation.

3. The Travel Department prepared an extensive report which detailed the utilization of the system by school, college, and division, and also helped classify users as high, medium or low (infrequent) users of Concur. The report was reviewed by the committee to gain further insight into potential options for addressing user frustration.

4. In December, the Travel Department learned that there was a relatively new Ellucian Partner, Chrome River, which offered a travel system as an alternative to Concur.

5. Dennis Orr and Ken Doherty interviewed Chrome River in early January, and reported back to the committee on what they learned. It was found that Chrome River offered 2 of the 3 components of a travel program; request approval and expense reporting. Chrome River does not currently offer travel booking, the 3rd component found in Concur.

6. Based on the potential for competition to Concur, general consensus was that the University should conduct an RFI/RFP for a Travel System, to identify the most functional and user friendly system available to the University.

7. To prepare for an RFI, the Travel Department has drafted a Survey that will go out to both traveler and administrative users of TravelWayne.

8. The committee provided extensive input on the drafted survey, and a final version of the survey will be distributed to the committee during the week of February 13, prior to its release.

Once an analysis of the survey is conducted, the Travel Department will put together a set of requirements for the purposes conducting the RFI/RFP effort. The committee will serve as participants in the RFP, and others will be invited as needed.

General consensus among the committee is that the University will not be in a position to return to a paper based solution, a that we either need to improve or replace the current process.

Ken Doherty, AVP - Procurement
Dennis Orr, Associate Director - Disbursements