

Facilities, Support Services and Technology Committee

Annual Report - May 4, 2016

Committee Members:

Joseph Artiss, SoM

Robert Ackerman, Law

Ivan Avrutsky, Engineering

Michael Barnes, Fine, Performing & Comm. Arts

Moiri Fracassa, College of Pharmacy & Health Sciences

Todd Leff, SoM

S. Asli Ozgun-Koca, College of Education

Lori Pile, Liberal Arts and Sciences

T. R. Reddy, SoM

Geralyn Stephens, College of Education

Jeffrey Withey, SoM

Daren Hubbard, CIO, Administration Liaison

Michael Samson, AAUP-AFT Liaison

Tarek Bazzi, Student Senate Liaison

I. October 21, 2015

D. Hubbard, Interim CIO, presented an update of C&IT initiatives, many of which were rolled out over the summer and highlighted areas for future.

R. Ackerman mentioned that there seemed to be an issue with e-mail group function in Microsoft Office 365. D. Hubbard will follow up. M. Fracassa asked if DegreeWorks reports were to be generated and made available to units. This functionality will be available in the tool. In response to a question by J. Artiss, D. Hubbard explained that there are ongoing issues at the medical school. First, the system will be switched over to Microsoft Office 365 over this coming year. Second, the current application and enrollment process is sorely outdated with paper applications still in use. The process is being updated with anticipated date of implementation in Jan 2016 to impact the class of Fall 2017. I. Avrutsky asked about internship and/or experiential opportunities for students at C&IT and was told that these are available at times. R. Ackerman mentioned that an alumni tracking system would be very useful. J. Artiss expressed his satisfaction with working with C&IT on the move of the e-mail system to Microsoft 365 and that the unit was very responsive to faculty.

As a follow up from the work of the committee in the 2014-2015 academic year, a 3N committee has been formed to further look into the idea of establishing flexible and affordable daycare for students, staff and faculty on campus. J. Artiss and L. Pile from FSST as well as Sharon F. Lean, Associate Professor in Political Science will serve as faculty representatives on this committee

A parking committee has been struck. A few ideas are being discussed including having the parking fee as part of the general student fee or charging a fee based on number of credit hours enrolled per semester.

To make free laptops for HIGH program students a sustained program, rather than ad hoc with the FSST committee members, J. Artiss and J. Sawasky worked with administration through the summer. Melissa Crabtree from C&IT worked with an e-waste company which is donating 10 used laptops this year. These will be scrubbed and refurbished by them. The goal is to institutionalize this mechanism, so that it is no longer an FSST responsibility. Mrs. Wilson has expressed her support and thanks for this effort. In addition, used scrubbed and reformatted computers will be available for \$50-\$200 from the same e-waste company through a web portal on the Wayne site.

M. Barnes requested that a map indicating the locations of handicap and unisex restroom facilities on campus be made available on-line. T. Bazzi said that the map may be available already.

J. Artiss asked if there are remaining concerns over Travel Wayne. The response was yes, this software is still not user friendly and members would be happy if it could be replaced.

II. November 11, 2015

Invited speaker James Sears was unable to attend.

The Chair updated the committee on the status of the 3N Daycare Committee. The three members from the Graduate Employees' Organizing Committee have been selected and agreed upon. The Provost had been asked by Policy Committee to reconsider the submissions from administration as it was believed that at least some of the administration's choices were in conflict of interest. There was some discussion regarding daycare versus early childhood care.

The Chair gave an update on the donated HIGH Program Computers. Melissa Crabtree from C&IT negotiated with Resource Managers to donate 5 used laptops and 5 used desktops this year, which will be scrubbed and refurbished by them. The goal is to institutionalize this mechanism, so that it is no longer an FSST responsibility. In addition used scrubbed and reformatted computers will be available for \$50-\$200 from the same e-waste company through a web portal on the Wayne site (<http://re-sourcepartners.com/wayne-state-university-purchase-program>). Computers sold through this portal are available to students, staff and faculty.

The Chair reported that he had spoken with D. Hubbard about a unisex washroom map, Mr. Hubbard in turn had referred him to FP&M. FP&M has not collected this type of data in the past and were waiting for a description of what sort of washrooms would be acceptable to our transitioning students. Senator Barnes had confirmed that any unisex washroom would be acceptable. There was some discussion by the committee members and the definition was refined to state that the rooms must be intended for a single occupant with a lockable door. D. Hubbard informed the committee that once FP&M have collected the data that C&IT will work with Public Relations to develop a map. There was some discussion regarding the need to relabel the washrooms to Unisex Gender Inclusive but it was decided to defer that question until a later date. S.A. Ozgun-Koca raised the issue of nursing rooms and asked if they too could be mapped.

T. Bazzi announced that the Student Senate was working on a Green Strategies policy to be completed by December 8th and presented to the BOG in the new year. Mr. Bazzi requested that FSST review the policy and provide comment once it has been completed.

III. December 9, 2015

James Sears, Associate VP, FP&M, presented a list of the projects and estimated costs. A revised proposal was made to the State of Michigan for the repurposing of the Science and Engineering Library into classrooms and teaching laboratories. The proposal is believed to be improved this year. Mr. Sears was appreciative of the ability to work with faculty from a number of STEM departments to revise the proposal.

Renovations to Scott Hall and Elliman are anticipated to take place in 2016. The relocation of researchers from 110 E. Warren to Elliman is likely to happen in Fall of 2016.

Other projects that were highlighted included the plan for additional student housing. Serious discussions are taking place regarding the construction of a new campus housing facility with up to 800 beds that would be located along Anthony Wayne. The Hilberry theatre project is close to moving forward. It is anticipated that a large philanthropic gift will cover much of the cost of that project.

Mr. Sears also spoke briefly about the Mike Ilitch School of Business. In addition to funding the construction of a new building, an endowment to support new and existing programs has been provided. Mr. Sears requested the opportunity to discuss the new stadium site and entertainment/retail development project with our committee sometime in the future. Mr. Sears would also like to meet with us next semester to inform us about an upcoming large infrastructure project involving switching over from Detroit Power and Lighting to Detroit Edison. This project, slated for 2017, will require temporary building shutdowns.

Mr. Bazzi is working on the Green Plan with Daryl Pearson, WSU Sustainability Coordinator of the Office of Sustainability on that office's proposal to be presented to the BOG in March.

Deborah Brazen from facilities is overseeing a survey of all campus buildings to identify unisex washrooms. The rooms to be noted and mapped include the following: gender inclusive bathrooms, nursing rooms, footbath locations and meditation rooms.

A University 3N Daycare Committee has been formed and charged.

Mr. Barnes is working with C&IT to ease the process of changing a name on University Records to a preferred name.

Mr. Bazzi met with a representative group of disabled students. Students using walkers are having a difficult time accessing the Disability Service Center located in the UGL. There are not enough designated handicapped parking spaces close to the entrance. The group asked if an empty storefront along Anthony Wayne could house a small satellite office. Additionally, a request was made to obtain a piece of equipment to aid in pool entry and exit at Matthaei.

IV. January 13, 2016

D. Hubbard presented information regarding progress on two initiatives being developed for Student Success.

1. Automated advisor matching. The goal is for students to have a direct university contact as soon as possible after enrolling. The software is an active student – advisor matching system. Student information is entered upon enrollment and registration. Advisors are then automatically assigned. An email with advisor information will then be sent to the student. This system will first be tested in the College of Engineering.

2. Student progress. The goal is for advisors to have quick, easy access to student information regarding progress toward degree. The system can highlight at risk students to facilitate active advising. Student information including GPA, early academic assessment (EAA) grades and basic composition scores are collected into a single database. Advisors can pull up their list of advisees and sort by the various fields. A direct link for action including student notification is directly available.

During the discussion J. Artiss mentioned that an additional product called EAB is available and has been used by GSU. GSU has experienced a large increase in the percent of students able to complete their degrees in six years. WSU has considered the purchase and use of EAB, but in the past, decided against this software. However, EAB is once again under consideration.

The mapping of unisex washrooms is well underway by a student assistant affiliated with Facilities. 50 buildings have been mapped to date with information gathered including location of the following: unisex washrooms, mother's rooms, foot wash stations and mediation rooms. Once complete, the information will be included on the WSU website in the form of an interactive map.

The committee briefly discussed issues regarding sustainability. Many campus locations are still lacking easily accessible recycling bins.

M. Barnes noted that progress is being made on efforts to allow preferred names into the WSU database. Target dates are May to Fall of 2016 for software to be in place at the Registrar's office and C&IT such that individuals may provide their preferred name in addition to their legal name.

V. February 10, 2016

Ned Staebler, VP Economic Development & Pres/CEO TechTown – see <http://techtowndetroit.org> presented an update on TechTown. The physical space is 130,000 square feet. The first floor is open to the public and is designed to be a community gathering space. There are 56 companies co-working in the rental space including pop-up retail and food outlets. Conference rooms are available for reservation. Programming includes an Entrepreneur in residence for faculty consultation, an accelerator program and a college student initiative. An Incubator program provides low cost services and space. Rent is based on projected revenue over a 3 year time

frame, currently there are 10 companies participating. They conduct an 8-week Retail Boot Camp, the \$500 fee includes services. They also conduct SWOT City a 3-month program that works to bring businesses to neighborhoods. Conversations and connections between TechTown and Tech Transfer are ongoing.

There was nothing to update on parking as no meetings have taken place. Unisex washroom locations have been mapped in most buildings. An app for their location for smart phones has been developed. Outstanding issues include surveying the remaining buildings.

The latest conversations around daycare include: 1) the possibility of having the center located in the proposed residence hall on Anthony Wayne; 2) preparing an RFP for potential commercial partners with established record of success.

The Green Strategic Plan is in the final stages. This will be brought to the Student Senate and then presented to the Board of Governors. The plan includes information on recycling, lighting issues, fume hoods and recommends hiring a student assistant to work on the energy management plan.

VI. March 9, 2016

Daryl Pierson, Sustainability Coordinator, spoke on sustainability at WSU. The next generation five-year 2016-2021 sustainability plan has been prepared and is awaiting William Decatur's approval before it is submitted to the BoG for approval. The first plan was developed in 2006 when President Reid appointed a 40-person committee to look at sustainability at Wayne. This group developed 90 initiatives that were accepted as the first sustainability plan in 2007. A standing committee was struck and charged with overseeing the implementation of the original plans that included increasing faculty awareness, Zip Cars, a ride share program, recycling and providing information on alternative transportation. Waste recycling has proven to be the most visible and controversial. Originally recycled materials were put in blue bags that were thrown into the regular dumpsters. These bags were sorted by the waste handling company that WSU was contracted to at the time. Unfortunately, because they were thrown in with the regular waste materials there was a credibility issue. With a new waste handling partner, we have yellow and green bins so that we pre-sort the recyclables. It is recognized that there are too few recycling bins but there is no funding to purchase more. At present WSU does not sell its recyclables but a program to capture white paper and cardboard (approx. 47 T/mon) is about to begin. All fluorescent ceiling fixtures have been retrofitted with LED's, this project is expected to pay for itself in two years. Mr. Pierson's office is attempting to improve on our 13% diversion rate. They have begun scrap metal recycling and repurposing of furniture through the Warrior Exchange. There are attempts being made to identify and divert all waste streams. The 2016-2021 plan is being reviewed by Wm. Decatur prior to going to the BoG. It is expected that the plan will be in place by September. Senator Barnes noted that there is a general lack of knowledge of the existence of these various programs. Website is www.livinggreen.wayne.edu.

The latest version of the unisex washroom interactive map is awaiting our approval. A draft report on daycare for the Provost is being prepared. Wm. Decatur has been invited to speak about public/private partnerships at the next daycare meeting. The Chair announced that the plan to repurpose the vacant Science and Engineering Library into a STEM teaching and research facility has been approved for 2017. The chair also reported that this was the first such request that had significant input from the faculty. The chair reported that:

All 2016 SoM applications will be processed through the main campus interface.

Software is being investigated for the preparation and maintenance of Bulletins and curricula. SoM student e-mail migration is to begin the week of March 10th with faculty to begin the week of March 14.

Advisor pairing software has been well received in Engineering and is propagating through CLAS.

Travel Wayne is back on the agenda for ISMC.

Budget Outlook – The Chair reported on the Governor’s proposal for increasing postsecondary funding back to 2011 levels. Although the average funding increase is 4.3%, Wayne’s increase is 3.5% while some institutions were well over 5%.

VII. April 13, 2016

Bhavani Koneru and Daren Hubbard updated the committee on several of the major C&IT projects:

VOIP Implementation

The initial two phases, including over 20 buildings, are complete. Public health and safety have yet to be switched over as AT&T will need to assist. The new system has multiple new features and will be of lower cost to the university.

The switch of the admissions process for medical school applications from paper to digital applications is in process. Additionally, the interview process will be refined similar to the current advising tool. Pharmacy should also be switched over in the near future. Likely all “cas” online application users will move to the new system.

The med school has been converted to Office 365.

Whether or not Banner can be used to track alumni following graduation is under study.

The Chair updated the committee on FTIAC “Free” Parking, the Unisex washroom map, the 3N Daycare Committee, the Renovation of the former Science and Engineering Library as well as the Systems Management Committee.

The chair thanked the members for their valuable contributions throughout the year.

VIII. Matters Outstanding/Continuing

- a. FTIAC “Free” Parking Trial: The Parking Committee, chaired by Michael Wright, met in August 2015 and then not again until April 18, 2016. There is the possibility of another meeting to move forward with this project sometime in May of 2016. The incoming chair of FSST should be prepared to either monitor or continue to push for this trial.
- b. 3N Daycare for Students, Faculty and Staff: The report to the Provost has been delayed while trying to schedule a meeting with the VPF to discuss P3 relationships. With or

without this meeting the report will be submitted in early May. As it stands the early childhood educators on the committee are adamant that the shortest stay that we could accommodate and attain/maintain certification is 4 hours which is better than what we have but is longer than what many of our students need. A third party daycare operator may be able to solve this issue. The incoming chair of FSST should be prepared to continue to push this project.

- c. State Capital Outlay Committee: Someone from FSST should be prepared to sit on this committee in September and October 2016.
 - d. STEM Repurposing of Science and Engineering Library: This committee is likely to meet sporadically throughout the summer. Someone from FSST should be prepared to sit on it beginning in September 2016.
 - e. Information Systems Management Committee: This committee meets monthly to discuss the progress and issues with major software and IT changes. The incoming chair of FSST should be prepared to start sitting on it beginning in September 2016.
 - f. Associate VP for Facilities, Planning & Management Search Committee: This search is scheduled to be complete by the end of the summer.
- IX. Copies of all notes and electronic files will be available to the incoming Chair should they want them.