

## **Campus Connection Meeting August 9, 2006, 8:30 a.m. in Hyer 322**

Jessica Cole began the meeting by having those present introduce themselves and their area.

Since the retirement of Pat Freer, Steve Summers, Student Affairs, has assumed the role of Project Manager. Bob Barry is the Interim UC Director. Steve began his presentation with an overview of the **walkways and accessible** routes around campus during the current phase of the UC construction project. Steve shared the following information with us:

- A new, accessible walkway is being constructed behind the UC (west walkway). The walkway with fencing, railing and lighting will be ready for use before the beginning of the Fall semester – projected completion date 8/24.
- The walkway behind Heidi Hall will be reopened by start of semester (construction fence will be moved back so it is not blocking access to west side of building and accessible walkways).
- Signs directing routes to buildings will be put up once walkway are ready for use.
- Map with construction zone walkways and accessible routes will be included in student “Welcome Packets” and posted on-line when the new routes have been opened up.

A concern was raised regarding the high volume of vehicular traffic on these walkways which will become increasingly dangerous once students return to campus. Steve said he would share the concern with those who use vehicles on campus and asked Richard VanSchoonhoven to share the concern with the FP&M staff.

One complication associated with the construction was the accidental severing of the Metasys line. This line is a campus wide communication line which has affected the clocks in some of the buildings on campus. Personnel are aware of the issue and working to fix the line.

### **Other information regarding the UC Construction project:**

- Link to live cam broadcasting demolition/construction of UC will become available.
- Implosion of 1950's part of UC building has begun.

### **Upcoming projects and their projected start dates:**

- Roseman Remodel – January 2007
- Wyman Mall Construction project (walkway areas north and south of the UC), Summer 2007. This project is not associated with the UC Project.
- Moraine Hall Remodel – April 2007
- Baker, Salisbury and Sayles vacated and razed – June 2007
- New College of Business & Economics Building Construction – July 2007
- New Residence Hall, Phase 1 – January 2008
- White Hall Razed – August 2008
- New Residence Hall, Phase 2 – October 2008
- UC Completion – Jan – Mar 2009
- Carlson Hall Renewal – October 2009
- Relocate L&S to Carlson – August 2011

Richard VanSchoonhoven presented the iService Desk link (work order system). Work order requests should always be submitted through this link unless it is an emergency (defined as an immediate and negative effect on life, limb, property, or disruption of classes). Emergency work requests can be **made** by calling x1320 for immediate assistance. One example of an

emergency request would be if an elevator breaks down and a person is inside. If there is no one in the elevator when it breaks down, it would be classified as a non-emergency.

The link to the work request is or may be found as a link off of the facilities homepage.

Instructions for submitting requests; definitions between chargeable and non-chargeable requests; and basic estimates for certain items/types of work will soon be available as links from the facilities page or work request page as well.

The general difference between chargeable and non-chargeable work is that any repair to an item that was part of the building when it was originally constructed (HVAC, plumbing, electrical) is non-chargeable. Any maintenance or repair of departmentally owned items (furniture, carpet, window treatments) is chargeable.

Because of a cut of 7 FP&M employees since 1999 and an increase of 200,000 square feet of building space to maintain, all maintenance and repair work has to be prioritized for maximum efficiency. To this end, all FP&M workers have PDAs to view and complete work orders easily.

Routine maintenance schedules (painting was on a 7 year schedule prior to 1999) have been put on hold because of project requirements and all maintenance scheduled for 1999 or later is currently being completed in "catch up" mode. There is currently only one painter and one painter's helper on staff at UW-W.

Questions or problems submitting work requests should be directed to Richard at 1321 x3011 or [vanschor@uww.edu](mailto:vanschor@uww.edu). In his absence, Adelaide Atkielski could assist you 1321 x3014 or [atkielsa@uww.edu](mailto:atkielsa@uww.edu).

#### **Guidelines for Submitting Work Orders:**

- Go to <http://tma.fpm.uww.edu>. Do not contact workers directly as their schedules are determined by their supervisors. The clerical area is also understaffed and contacting them by phone or e-mail will take them away from their normally assigned tasks.
- Send information requests to [tmaweb@uww.edu](mailto:tmaweb@uww.edu). They will be routed to the appropriate supervisor for follow-up.
- If in doubt as to whether your work request is chargeable or not, always choose chargeable. The work order will be reviewed, and if found to be non-chargeable, it will be corrected and you will be notified.
- Be aware that requesting cost estimates will add to the workload of the staff and delay the completion of the work. Basic rates will soon be posted for ease of calculating work costs.
- Allow at least two weeks for the completion of the work.

#### **PeopleSoft upgrade issues/concerns:**

- Screen colors make text hard to read
- Screens 15" or smaller will need to do scrolling to see entire page, fix this by minimizing window. Minimizing windows on faculty screens may not be recommended.
- E-mail addresses for students on class rosters are not listed on screen. Buttons at bottom of page for "notify all students" or "notify selected students" are not currently 100% functional, but will be working soon. Currently the "notify all students" button can only send to about 15 students (250 characters). E-mail sent to student would say it was from the instructor, but is actually from a generic mailbox and an attempt to reply to this message would not get to the instructor. They are looking into a better fix for that issue.
- Postage reports and reports used by CSD are not currently included in the upgrade.
- Student test scores such as a/p, etc. have to be manually loaded and are not currently in the system. Should be entered soon.

- To print class rosters, etc., select FILE>PRINT PREVIEW>SELECTED FRAME ONLY. This will print just the roster and not the header and sidebar area reducing pages printed from 3 to 1. There should also be a preferences area in the page or print setup to choose to print two or more pages on one page.
- Next PeopleSoft training session scheduled for ???

**Other Announcements:**

- Student Employment Job Fair Tuesday, September 5<sup>th</sup>, 11 a.m. – 1:30 p.m. Call Julimar Rivera at x1130 or [riveraj@uww.edu](mailto:riveraj@uww.edu) if you would like to reserve a table.
- Grade rosters are now open.
- Next Classified Connection meeting will be Wednesday, September 13, 2006 at 8:30 a.m. in Hyer 317.