



# ADMINISTRATIVE AFFAIRS PROJECT REPORTS



Division of Administrative Affairs

## AMAZON LOCKER PROGRAM

Amazon has started a Locker program called Pick-Up Points for smaller universities that meet a certain set of criteria. A number of the UW comprehensives may qualify for this program.

This program features the following:

- Amazon would install a set of lockers, that are computer controlled, on campus in a mutually agreed upon location. The location should have high pedestrian traffic.
- Students would order their products on-line and could choose to have packages delivered to the Lockers.
- This should reduce the volume of Amazon packages running through campus mailrooms.
- Amazon does not offer any shared revenue with this program.
- Amazon would install and manage the Lockers.
- Campuses would provide electricity and keep the location free from snow (if outdoors.)
- For a fee the lockers could be wrapped in the School Logo.
- Community members near campus may also use the lockers.
- These are just lockers, there are no staff associated with this program.

If campuses are interested in pursuing this program please contact Ruth Anderson and a request will be submitted to Amazon to determine if the campus meets their eligibility criteria for this program. UW-System would negotiate one Master Agreement under which campuses could enter into the Locker Program.



Division of Administrative Affairs  
Facilities Planning & Management

## INVENTORY CONTROL

### Overview

Compliance with findings from UW-System's audit regarding inventory control processes.

### Priorities

- Separation of purchasing and receiving duties
- Inventory adjustments
- Documentation for receiving and One-Time Purchases (OTP) reduction to unique goods/materials
- Procedures for clearing account
- Physical security
- Internal written operating procedures

### Progress

- Purchasing and receiving authorizations are separated in the Computerized Maintenance Management System (CMMS), The Maintenance Authority (TMA)
- Inventory adjustments are reviewed and approved by department Director
- Documentation for receiving
  - Integrated receiving that matches Purchase Order, Shipping Receipt and Invoice does not currently exist
  - Development of reports to delineate routine from unique material/goods has been initiated, routine material/goods will then be assigned parts numbers
  - Barcode scanning on all inbound and outbound shipments currently being tested
- Warehouse storage configuration modified to improve efficiency and security
  - Security and monitoring system upgrades and installations have been recommended and quoted for consideration
- Currently in process of upgrading physical security of

### Next steps

- Implement chosen barcode scanning system
- Assign inventory parts numbers to routinely purchased materials/goods previously OTPs
- Implement security enhancements and monitoring systems
- Modify purchasing to reduce use of clearing accounts for goods/materials – establish clearing account reconciling process



Division of Administrative Affairs

## EFFECTIVE INCIDENT MANAGEMENT

### Challenges to Effective Incident Management

- Too Late
- Overly Optimistic
- Reactive vs. Proactive
- Managing Event vs. Impacts & Consequences
- Functional Silos
- Insufficient and/or Inaccurate Information
- Acceptance of "Chaos"

A POOR RESPONSE IS  
OFTEN MORE  
DAMAGING TO  
REPUTATION THAN THE  
UNDERLYING EVENT/  
ISSUE

How can we prepare?





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University of Wisconsin  
**Whitewater**

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# DIVISION OF ADMINISTRATIVE AFFAIRS

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# AMAZON LOCKER PROGRAM

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# CHALLENGES WITH THE UPHAM HALL ROOF SYSTEM

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Moisture infiltration of the interior had been reported since completion of the buildings renovation circa 2004. The overwhelming majority of the infiltration was reported to occur around the curbed openings for the roof top mechanical penthouses. The moisture infiltration has caused varying degrees of disruption in teaching and research.

An investigation was performed on June 30, 2017, by Mr. Russell P. Mohns, P.E. and Mr. Jarred Enerson of Specialty Engineering Group LLC. An on-site water test was systematically performed on select portions of the roof membrane and select mechanical equipment penthouses to determine the cause(s) of the ongoing moisture infiltration.



Progress Photo of 2004 project

During exterior moisture events, rain or melting snow, the entire roof surface and exterior surfaces of the mechanical penthouses were impacted to a much greater extent than what was experienced during a water test. It was our expert's opinion that similar irregularities within the roof membrane and exterior surfaces of the mechanical penthouses existed outside of the limits of the water test areas.



Missing ceiling tile outside of Room 352A

It was the professional opinion of Specialty Engineering Group LLC that when the intake and exhaust units are turned on it creates a negative pressure of the building interior. With the numerous penetrations through the roof deck apparently not being sealed at the deck level the negative building pressure also occurs under the roof membrane. This negative pressure allows for moisture to be pulled through the slightest irregularities in the roof covering or exterior surface of the mechanical penthouses. The moisture then travels under the roof membrane and insulation, along the deck surface until it reaches an opening in the deck, being either a pipe sleeve or curbed opening.



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# CHALLENGES WITH THE UPHAM HALL ROOF SYSTEM

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Missing ceiling tile outside of Room 352A

Our experts recommended that all roof systems on the facility be replaced. It was also recommended that the sealant joints of the mechanical penthouses allowing moisture infiltration be replaced. The height of the new roof system will result in flashing heights below the recommended minimum of eight (8) inches. To provide for a minimum of eight (8) inches of flashing height at all curbs the mechanical penthouses, exhaust fans, ductwork etc. would have to be disassembled removed from the roof, curbs raised and disassembled components reinstalled.



Water Test Area #2 – Location of moisture infiltration is at a pipe penetration located just inside and to the right of the penthouse door

The original installation was a poor design which would normally be covered by Professional Liability Insurance Policies and/or through direct recovery from the responsible contractor(s). Our understanding from UW-System is that our agreements do not readily afford us this protection and recovery.

Going forward we would like to see improved contract language that protects the University in cases of product or design defect and poor workmanship and materials. Broadening of terms including warranty, indemnification, insurance coverage, and duty to correct terms to include specific time to repair requirements for removal of defective work and repairing damage caused by defective work.

We recommend that a study be conducted to determine what improvements can be made in our contracting processes.



# EFFECTIVE INCIDENT MANAGEMENT

## Challenges to Effective Incident Management

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## How can we prepare?





# EFFECTIVE INCIDENT MANAGEMENT

## Meeting September 21st, 2017 Outcomes

**Attendees:** Grace Crickette, Matt Kiederlen, Sara Kuhl, Brent Bilodeau, Greg Cook, Paige Reed

**Documents shared:** Draft Incident Management Plan, Current Communications Plan, Current Emergency Plan

### Discussion:

- Agreed on need for Incident Management Plan that coordinates with Communication Plan & Current Emergency Plan
- Agreed that there is a need for improved coordination of policies regarding events, i.e. time place and manner, building usage, etc.
- Agreed that putting in place Event Management is very hard – but, that with leadership support and management’s willingness to change we can improve in this area
- Agreed that having an emergency exercise on campus is overdue and necessary to drive improvement

### Next Milestones:

- Document creation
  - Attendees to provide edits to the IMP Document, Current Communication Plan, Emergency Management Plan – October 5, 2017
  - Reviewed by group and final edits by October 12, 2017
- Table top Exercise
  - Develop Table top exercise to test plans by November 2, 2017
  - Conduct table top exercise November 30, 2017
  - Revise plans based on learnings from table top exercise December 14, 2017
  - Begin using IMP for all incidents Date December 14, 2017
- Policies – Next Steps? Paige to continue to work with campus on improving and harmonizing policies
- Event Awareness & Management – expand existing xyz group to include Risk Manager and VC of Administrative Affairs (as guests)
- Plan for all campus emergency exercise in \_\_\_\_\_



# EMPLOYER TRAINING CENTER

## Our Mission

To promote the ability of national and international corporations and organizations to recruit, hire and successfully employ more persons with disabilities with positive outcomes for both employer and employee. The Center will provide valuable resources for employers to develop strategies and tools to create more disability-friendly work environments, including self-assessments, training, and certifications. The Center will act as a network hub for employers regarding best practices and success stories. The Center will also provide core skills training for future and current employees with disabilities to become self-sufficient advocates for the tools they need to be successful. The Center will work with academic and industrial partners to develop new technologies and academic programs to better enable employees with disabilities to function at their peak potential in the workplace. Research will be conducted on employment trends, use of workplace tools, etc. in order to improve the employment rates of persons with disabilities and to develop new tools and resources.

**UW-Whitewater is developing a world class destination training center for universities to leverage innovation, technology and resources to promote student success and for businesses to employ individuals with disabilities.**

- Creating world class certification programs for business education and students who want to receive training in employing individuals with disabilities
- The Center will focus on the creation, development, and testing of ADA solutions
- Offer space for simulations of physical working environment
- Collect data on employment trends and use the data to create new courses, certificates, and majors focused on supporting individuals with disabilities across their lifespan
- Create and conduct needs assessment for students, employers, and faculty
- Identify high value partnerships and create value in those partnerships

## Our Future Facility

We are planning a facility located near the campus, we will be building on the property where the Whitewater High School was built in 1927. In the late 1950s, this building became the junior high, then was abandoned in the 1990s and later demolished. There we will create a multi-use facility with a retail location, and a space that will function as a laboratory for research and innovation.



# EMPLOYER TRAINING CENTER

## Institute & Living Laboratory

- Living Research Laboratory
  - A retail space that allows us to test process technology in an environment that also serves our community
- Institute for Student Community Opportunity
  - Global Collaboration Tools and Workspaces
  - State of the Art Training Facility
  - K12 – Universities – Employers
  - Academic/Student Success

## Resources and Programs

- For Employers:
  - Toolkit for recruiting and retaining persons with disabilities, including training and certification of human resource personnel and hiring managers
  - Self-assessment resources and a disability-friendly rating system to improve the workplace and develop company brand
  - Networking opportunities with other disability-friendly employers
- For Employees:
  - Core skill assessment and development for employees to become job-ready
  - Network of other employees with disabilities
- For Everyone:
  - Test developers technology
  - Aggregate data through our living research laboratory
  - Research on employment trends regarding persons with disabilities that include partnerships, grants and contract with federal and state agencies, foundations and other partners
  - Development of solutions to enable persons with disabilities to function at the highest levels in the workplace
  - Development of new academic programs that foster success for both employees and employers
  - Annual conference for employers, employees and resource developers
  - Web and print resources



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# MEETINGS ATTENDED BY UW-W VICE CHANCELLOR OF ADMINISTRATIVE AFFAIRS

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- **Campus/State Projects (with FP&M)**
  - Held monthly (To be scheduled)
  - High level overview
  - Projects prioritization determinations and direction
  - Can prompt VCAA letters of funding commitment to UW-System
- **State Project Design (with FP&M and relative campus unit)**
- **Project Team Updates (ICiT and FP&M)**
  - Held Bi-Weekly
  - Project Details or Specifics
- **UW-System Capital Budget Planning**
- **UW-System Sustainability (2-days – mid November 2017)**
- **Landscape Committee (campus-wide representation) – Monthly**
- **Space Planning Committee (campus-wide leadership representation)**
- **Facilities Planning and Management events**





# SPIN CAMPUS FLEET

## Introduction

Spin provides campuses with an accessible, affordable and sustainable mobility solution for their students, faculty, and staff. Its fleet of stationless smart-bikes boost the shared-mobility movement to the next level:

- More convenience – Spin’s free-floating smart-bikes mean there’s no need for any stations or docks, so the campus community can use and take them wherever. Spin’s data-driven smartphone app makes it easy to unlock, ride, and park a smart-bike anywhere on campus or in any responsible, legal parking spot.
- More sustainable – Spin operates and maintains the campus fleet and hires locally. With Spin, campuses get a healthy, green transportation mode that helps people get around faster and reduces congestion, cars, and carbon emissions.
- More affordable – School’s don’t pay a dime to operate or maintain Spin’s fleet – we take care of it all. And students are given a discount -- just \$0.50 for a half-hour ride.

## The Bike

Designed in California and built by Schwinn’s manufacturer, Spin smart-bikes are assembled locally by certified technicians. The bikes are CPSC-certified and ISO 4210-certified to ensure they exceed safety and quality standards. All Spin smart-bikes are equipped with an onboard GPS, cellular connectivity, solar panels, foam tires, and a dynamo-powered front light. Spin bikes use a rear-wheel frame lock, which provides users with flexible parking options.

## Ground Operations

Spin is committed to safety. Campus members (and the public) can easily report any problems regarding campus fleet via Spin’s website and app. Smart-bikes that are reported as being unfit Spin’s ground operations team will:

- respond quickly to reports;
- perform daily sweeps and safety inspection of bikes to ensure neat placement on campus or public property; and
- reposition bikes based on predicted demand and traffic flow





## SPIN CAMPUS FLEET

### FAQ

***Where will the bikes be parked?*** We will work with campuses to identify legal bike parking spots on and around their property.

***Who can rent a bike?*** Bikes that are part of a campus fleet will be marked as such, and they can only be used by students, faculty, and staff with a valid school e-mail address.

### About

Founded in San Francisco in 2016, Spin has raised an \$8M Series A to launch operations in dozens of US cities this year. The core team is comprised of engineers, designers, operators, lawyers, and public policy makers with experience from Y Combinator, Uber, Lyft, Airbnb, and other technology companies.



### Contact

Euwyn Poon, President  
[euwyn@spin.pm](mailto:euwyn@spin.pm)  
(646) 943-4895  
[www.spin.pm](http://www.spin.pm)



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# UW SYSTEM TITLE AND TOTAL COMPENSATION STUDY

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## **UW System Title and Total Compensation Project Background**

UW System is conducting a study of current job titles and compensation. This review of more than 30,000 employees across UW System will help create sustainable ways to maintain market-informed job titles and compensation to continue to attract and retain the best talent.

The success of this Study at UW-Whitewater will require extensive and effective communication, change-management planning and the input from a workgroup to work with stakeholders on campus and communicate needs and feedback within the system.

### **UW-Whitewater Project Team Membership:**

UW-Whitewater Office of Human Resources and Diversity reached out to Cabinet members to help develop the cross-functional list of individuals for the Title and Total Compensation Project Team:

- LaDonna Steinert – Office of Human Resources and Diversity
- Connie Putland, Office of Human Resources and Diversity
- Jonathan Ivry, Chair of Faculty Senate
- Patricia Fragola, Chair of Academic Staff Assembly
- Denise Ehren, Chair of University Staff Council
- Christina Smith, Budget Office
- Lynsey Schwabrow, Institutional Research and Planning
- Paige Reed, Chief of Institutional Policy and Compliance
- Greg Cook, Associate Vice Chancellor-Provost Office
- Grace Crickette, Vice Chancellor of Administration

The team will be convening monthly for the purpose of providing input and feedback to UW System



# UW SYSTEM TITLE AND TOTAL COMPENSATION STUDY

## Title and Total Compensation Project Phases

February 2017	July 2017 (↓ We Are Here)	February 2018	August 2018	March 2019
I. Design and Study Strategy	II. Assess Positions and Develop New Job Title Structure	III. Create Compensation Structure	V. Implement New Structures	
<ul style="list-style-type: none"><li>• Review Data</li><li>• Develop project plan</li><li>• Stakeholder interviews and focus groups</li><li>• Compensation philosophy guiding principles</li><li>• Preliminary communication and change management strategy</li></ul>	<ul style="list-style-type: none"><li>• Job titling framework</li><li>• Map positions to the titling framework</li><li>• Create/update job descriptions</li><li>• Stakeholder briefings</li></ul>	<ul style="list-style-type: none"><li>• Analysis of compensation</li><li>• Salary structure</li><li>• Preliminary cost analysis</li><li>• Salary administration guidelines</li><li>• Stakeholder briefings</li></ul>	<ul style="list-style-type: none"><li>• Presentation to stakeholders</li><li>• Finalize program based on stakeholder feedback</li><li>• Finalize communication and change strategy</li><li>• Deliver Targeted communications</li><li>• Training for ongoing program administration</li></ul>	
	IV. Review Benefits / Work-life and Leave Structures			
	<ul style="list-style-type: none"><li>• Analysis of work/life and leave benefits</li><li>• Gap analysis and recommend solutions</li><li>• Stakeholder briefings</li></ul>			



## UWW PRINT SERVICES

**Printing Services (functions on a fee-for-service basis to) Provide(s):**

- On-Campus Printing / Copying / Bindery Services
- Graphic Art Design / Technical Consulting / Cost Estimating for Print Orders
- Processing Off-Campus Print Orders





## UWW PRINT SERVICES

### Printing Services Include:

- Industry quality volume color and B&W printing / copying
- Folding, cutting, slitting, creasing, perforating & stapling
- Brochures, programs, postcards, table tents, book covers, presentation materials, posters
- Saddle-stitch booklet making
- Spiral or Comb binding
- Carbonless NCR forms
- Course Readers / class materials
- Laminating
- Shrink wrapping
- Provide University of Wisconsin-Whitewater items for general campus use: Letterhead, envelopes, notecards, pocket folders, name tags, mailing labels & scantron answer sheets.
- Business cards

### List of Equipment:

Duplo 645 **Slitter/Cutter/Creaser/Folder**

Color **Printer:** Canon Image Press C700

Black and White **Copier:** Canon Image Runner Advance 6565i

Titan 200 Challenge **Cutter**

Baldor **Drill Press/Hole Punch**

Dibipack 4255 **Shrink Wrapper**

GBC CC2700 **Spiral Binder**

GBC MagnaPunch **Spiral Binding Punch**

ID Products **Laminator** – 2 sizes

Duplo 1200 Air Suction **Folding Machine**

(2 **paper joggers**)

Print Services is staffed by a print technician, print assistant, graphic artists, and student print assistants.





University of Wisconsin  
**Whitewater**

# KIWANIS: 2019 MIDYEAR CONFERENCE

## HOSTED BY UW-WHITEWATER

*"Kiwanis helps kids around the world. Local clubs look out for our communities and the international organization takes on large-scale challenges, such as fighting disease and poverty. We are generous with our time. We are creative with our ideas. We are passionate about making a difference. And we have fun along the way."*

**Date:** March 23, 2019

**Time:** 8:00 am– 4:00 pm

**Parking:** Free– Designated lot and handicapped accessible parking available

**Agenda:** To be determined

**Registration Fee:** \$25 per person early registration fee/\$35 if received after March 16th

*Lunch and refreshments will be provided.*

### Learn more about...

- \* Membership and Engagement
- \* Service and Fundraising Opportunities
- \* Kiwanis Education
- \* Attend a special training program for club presidents, presidents-elect.



UW-Whitewater James R. Connor University Center





# ADMINISTRATIVE AFFAIRS GREAT SERVICE STORIES

## Budget Office

Under new leadership, the Budget Office has made transparency a key focus. One small change recently implemented is how the office will now provide guidance if an error exists in a budget submission. Recently, the Budget Office was commended in its effort to provide communication regarding a New Hire Form in which incorrect funding information was supplied. The Budget Office had responded to the unit informing them of the mistake, suggesting an updated funding string with available funds. The form was processed with minimal delay. This aligns closely with Strategic Plan goals four and five strengthening resources and relationships across campus.

## Campus Planning

Pat Jankowski, the previous UW-Whitewater campus planner, returned as a part-time project coordinator after her retirement. Her 25+ years of knowledge of the campus, project histories and love of working with the people have been invaluable to this department and to the campus. She always has a smile, goes the extra mile to help people with a problem, and worries about projects and issues on campus even when she is not on campus. Her excellent organization and follow-through skills help to minimize impacts to campus faculty, staff and students. Facilities staff seldom receive (nor expect) a lot of formal thank-yous after a project or service call, which makes the notes and cards of thanks even more special.



University of Wisconsin  
**Whitewater**

# ADMINISTRATIVE AFFAIRS

## GREAT SERVICE STORIES

### Facilities Planning and Management

A University Faculty Senate resolution was recently issued to recognize the Landscaping and Grounds staff for their exceptional service of over 400 acres of university property, including the care and resulting beauty of landscape gardens, forested areas, and public spaces. The resolution congratulates the Landscaping and Grounds staff for their service in creating a safe, accessible, and beautiful campus. Office staff responded quickly to a vehicle request for transporting a student with Asperger's syndrome who had fractured an ankle to the hospital for treatment. The staff person considered the request urgent and provided the requestor with a service fleet vehicle since other forms of transportation were not available. The response and assistance by staff saved the student, the student's parents, and university staff considerable time and anxiety in a difficult situation.

### Financial Services

The Student Accounts unit in Financial Services handles students with varying needs on a daily basis. In fall of 2017, a veteran appealed to our office regarding a balance owed. He admits an error on his part created the situation wherein he owed back funds to the federal government. He worked with Kim Krebs from student accounts, and was glowing in his compliments of her caring nature and willingness to expedite anything she could do to assist him. His email's closing comments: "In my mind, this is the exemplary standard that all should be meet. Whether Ms. Krebs's value is known and or thanked for by the university, I do not know. But I can say this: it ought to be. Many, when thinking about universities, think about professors, deans, and fellow students. However, in my experience some of the most pivotal and stressful issues such as finance are the issues we as students and adults often worry the most about, and it does not take much for one person with a bad tone, or a lack of urgency, to make that person in need feel absolutely worse and extremely angry. We often overlook the men and women who comprise these difficult departments, who may often face angry students or parents, and who deal with extremely important nuanced details. I want to thank Ms. Kim Krebs with all my heart, and I want it to be known that I believe she, and the humans like her, should be more often thanked and exemplified not just by the university, but in our university media, newspapers, and the like, to make it known that every single person counts in this life, in any team, and in the world in its entirety."





University of Wisconsin  
**Whitewater**

# ADMINISTRATIVE AFFAIRS

## GREAT SERVICE STORIES

### Human Resources and Diversity

Reggie Brown received a phone call from an employee whose check amount was going to be significantly less than expected. Reggie very calmly and professionally explained the situation and let the employee know that she was going to do everything she could resolve the situation. After some research, Ms. Brown presented two options to the employee and allowed her to make the best decision for her situation. The employee was extremely appreciative that Reggie went out of her way to make sure that the solution would not be a hardship for the employee. The employee sent this message: "Thank you so much for working to resolve my payroll issue. I greatly appreciate all of your work." Reggie went the "extra mile" to ensure we followed System policy and yet resolved the issue in a mutually acceptable manner.

### Parking Services

Chief Kiederlen was approached by Student Services, who referred a student who was in danger of leaving UW-Whitewater due to financial hardships. The student had accumulated over \$200 in parking fine because they were unable to afford a parking permit. Parking Services worked with the student to set up a payment schedule for the purchase of a permit. The student was able to purchase a permit, the fines were waived, and they completed the academic year successfully.

### Police Services

Officers Jaimie Marton, Dan Kuehl, and Jeff Von Alven were specifically named in a thank-you letter from a survivor of a sexual assault on campus. The individual stated, "I wanted to thank you for being there for me when I needed you guys the most. I also wanted to thank you for always being there to answer any questions I had ... Just being there to listen when I couldn't understand what had just happened to me. Having so much patience the night I reported what happened to me ... I want to thank you for always telling me what was going on with the case ... for always calling me when something happens." These officers' actions and the thank you demonstrate University Police's commitment to providing personable, professional, and compassionate service to our community.



University of Wisconsin  
**Whitewater**

# ADMINISTRATIVE AFFAIRS GREAT SERVICE STORIES

## Risk Management and Safety

A student employee with Asperger's syndrome had a fractured ankle. He does not drive, and his parents live in Sturgeon Bay, Wisconsin. Following the injury, the student unfortunately waited nearly four hours for his father to make the drive for initial treatment. We worked to provide subsequent transportation to physical therapy. Costs through UW-Whitewater Center for Students with Disabilities would have been \$150/week; using Brown Cab we saved \$420. Upon completing PT there was one follow-up visit in Fort Atkinson. Brown Cab had staffing issues and would not schedule more than an hour in advance. And even if a driver were available, there would be no guaranteed return to campus. This was unacceptable. FP&M allowed us to utilize a vehicle and we transported the student. That saved his parents an eight-hour round-trip drive during ideal road conditions, which would have been particularly difficult following a record-breaking April blizzard that brought over 30" of snow to Door County the weekend before, with more predicted the day before his appointment.

### *Better Together*

***UW-Whitewater welcomes UW-Rock County as an integration and addition to the UW-Whitewater campus.***

OUR GOALS	
1.	Encourage inter-campus utilization while managing potential, subsequent impacts
2.	Facilitate clear and simple branch campus student access for 2018-2019
3.	Raise awareness of opportunities at the branch campus
4.	Ensure access of main campus services are affordable
5.	Develop metrics from use patterns of branch campus students through comprehensive study
6.	Apply existing fee structure and approval processes for 2019-2020
7.	Assist in future efforts to enroll branch campus students

### *Entertainment & Support*

UW-Rock students have access to all services on the main and branch campuses through their complementary Hawkcards for \$25/semester, which is comparable to the operational fees that main campus students pay each semester. These services include access to:

Athletic Events  
 Movies  
 Warhawk Alley

Intramurals  
 Main Campus Dining  
 Library

Theater Events  
 Career Growth Services  
 Weight Room



### *Health Center*

For a \$20 copay, students have access to provider visits at the main campus health center and follow the same fees for extra tests, services, and medications.

### *Making Connections*

All students have ease of access between campuses using our free shuttle service. Branch campus students also have the opportunity to participate in UW-Whitewater's on-campus housing.

Dear Potential Student,

Greetings from the University of Wisconsin-Whitewater. We have exciting news!

Although we were not able to offer you admissions to a bachelor's degree program at our main campus this fall, you still have an opportunity to begin your educational career as a member of the Warhawk family.

We are pleased to offer you admission to the University of Wisconsin-Whitewater at Rock County to pursue an Associate of Arts and Science (AAS) Degree. What formally had been known as UW-Rock County is now a proud branch campus to UW-Whitewater. UW-Whitewater at Rock County is located in Janesville and provides a seamless transition to students looking to complete a four-year degree.

By beginning your AAS Degree with courses offered at our Rock County campus, you will be able to take fully transferrable coursework while also enjoying the benefits of both the Rock County and Whitewater campuses.

These benefits include the opportunity to live in the residence halls at the Whitewater campus, where you can enjoy the full on-campus living experience:


- Use our dining facilities with a meal plan
- Receive student success services, such as tutoring, at both campuses
- Participate in campus events and activities at both campuses
- A free daily shuttle between the Whitewater and Rock County campuses

To continue your bachelor's degree at the Whitewater campus in the future, you will need to successfully complete at least 12 transferrable credits at the Rock County branch campus with a minimum of a cumulative 2.0 GPA. Then you can work with your advisor to submit a "Change of Degree" form, which will be reviewed for acceptance into a bachelor's degree program on the Whitewater campus.

In order to apply, please submit an application at [apply.wisconsin.edu](http://apply.wisconsin.edu), select UW Rock County, and pay no application fee. Feel free to contact our admissions advisor, Sarah Harvey, with any questions at 608-518-0333 or [sarah.harvey@uwc.edu](mailto:sarah.harvey@uwc.edu).

We hope you will decide to join the Warhawk family at UW-Whitewater at Rock County. We are here to make your higher education dreams a reality.

Sincerely,

A handwritten signature in black ink that reads "Jackie Briggs". The signature is written in a cursive, flowing style.

Jackie Briggs  
Director of Admissions



University of Wisconsin  
**Whitewater**

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# FACILITIES PLANNING AND MANAGEMENT

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# CELLULAR SERVICE SITE LICENSE AGREEMENTS

## Overview

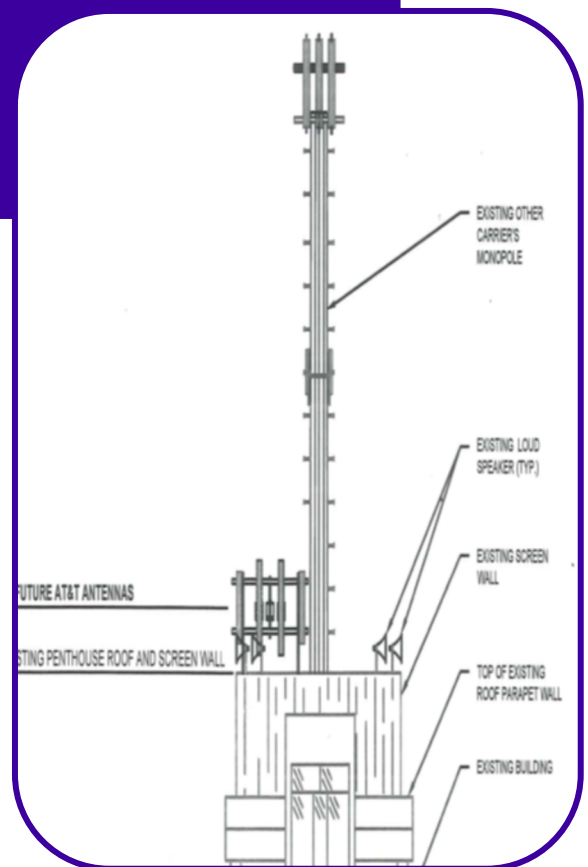
Cellular service-provider companies rent space on building roofs and adjacent building site areas to occupy with company-owned cellular towers, support equipment and connections to power and data.

## Basics

- Current cellular service-owned towers are located on Winther Hall (2 cellular towers – as depicted in graphic), Esker Hall (1), and Drumlin Hall (1)
- Graphic illustrates 70' monopole utilized by US Cellular and Verizon cellular services, the lower left cellular structure is owned/utilized AT&T/Telecorp.
- Current site license agreements grant 24/7 access and authorization for upgrading/expanding cellular system equipment within engineering constraints.
- Current site licensing limits cellular tower/equipment installations to 3 currently used buildings.
- Financial: ~ \$60,000/year in revenue – Used to address safety and operational issues.

## Other Factors

- Winther Hall initially used to optimize signal reach (tallest building in area)
- Esker and Drumlin Halls added for proximity to residence halls to accommodate cellular signal traffic
- Site licensing typically includes renewal clauses that use Consumer Price Index (CPI) calculations to determine rental cost increases





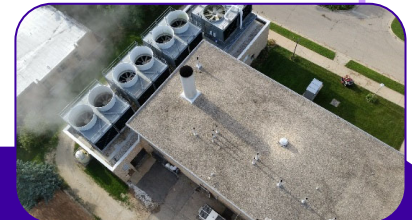
## CENTRAL UTILITY PLANT/ H.V.A.C

### Overview

The Central Utility Plant is the University's Steam and Chilled Water production facility. The Staff provide reliable services to the University while maintaining cost-effectiveness and environmental standards. Steam is currently being produced by a privately owned Co-Generation Plant contracted by DOA.

### Facility

- Heating Plant:
  - Four High Pressure Steam Boilers (two are operable, two are offline)
  - Total production capabilities, 165,000 lbs./hr. on Nat. Gas. 50,000lbs/hr. on Fuel Oil
  - Auxiliary Equipment with partial redundancy.
  - 30,000 Fuel Oil storage
  - Campus peak demand heating/cooling needs cannot be met with Fuel Oil or when all equipment is not operating
- Chilled Water Plant
  - Four Chillers for production of Chilled Water
  - One 1400 Ton electric centrifugal Chiller
  - Three 800 Ton steam absorption Chillers
  - Maximum production capability with ideal environmental conditions: 3600 Tons
  - Insufficient capacity to meet peak needs



### Staff

- One Power Plant Superintendent
- One Power Plant Operator In-Charge
- Four Power Plant Operators
- One Steam Fitter- Controls
- One Steam Fitter- General
- Support/ Engineering/Environmental Compliance DOA/DFD in Madison
- Plant is staffed seven days a week First & Second shift, with Operator On Call for Third

### Operation/Production

- Steam Flow recorded for Billing from LSP
- Condensate recorded at buildings for billing
- Chilled water recorded at PR buildings for billing
- Utility Billing through System 109 Funds

Year	Steam Purchased	University Generated	LSP Invoiced
2016	286,700,000 lbs.	318,000 lbs.	\$493,784.40
2015	279,074,000 lbs.	74,000 lbs.	\$552,383.40
2014	306,881,000 lbs.	258,000 lbs.	\$627,762.70





# CHARGEBACKS (“RECHARGES”)

## Overview

Charges for services and supplies not considered a part of “basic” maintenance to Academic buildings/programs.

## Examples

- Trash pick-up, snow removal of parking lots (Parking Services) based on 3-year average
- Event setups and custodial support (includes charges for tables and chairs provided)
- Space remodels and technology upgrades
- Vehicle rentals for travel and fuel for all vehicles/equipment
- Maintenance services to non-academic (auxiliary) units
- Utilities (steam & electricity)
- All Inventory Supplies (internal and external entities)

## Direct Charges to End Users

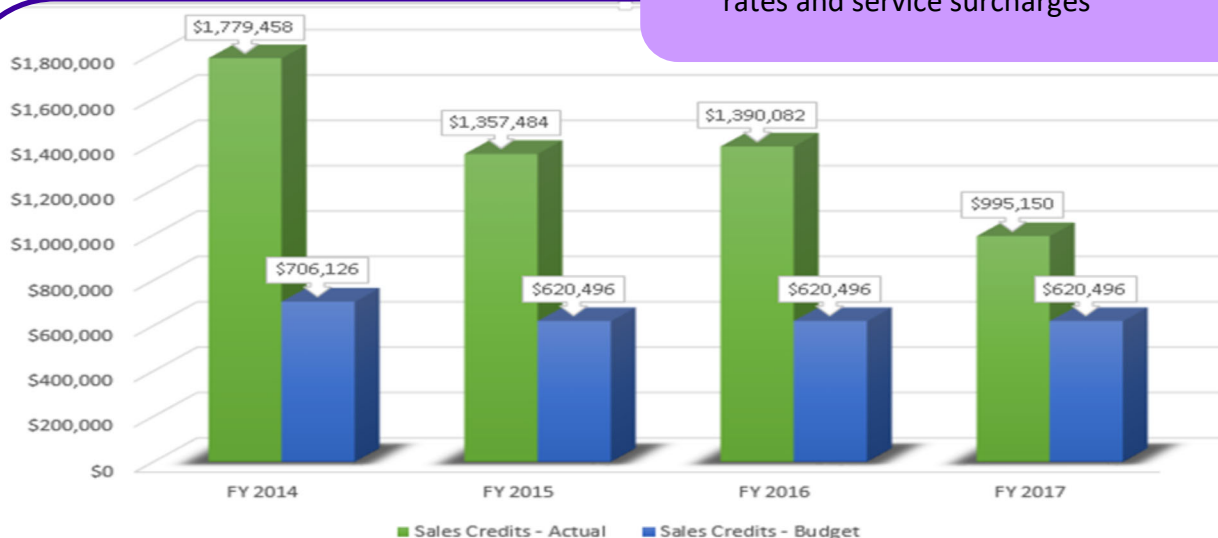
- Water/sewer and natural gas
- Waste/Recycling services

## Methodology

- CMMS interface to general ledger
- Peachtree invoicing where electronic interface not possible
- Utility charges through sales credit/expense transfer

## Next Steps

- Annually review and recalculate chargeback rates and service surcharges







# COMBINING CAMPUS FACILITIES SERVICES

## The Numbers

Table below depicts workgroups with facilities services in common. Maintenance and Craft Worker staffing depicted perform both maintenance and campus project work activities. Grounds supervision is a dedicated function only within FP&M. Custodial and maintenance services for Williams Center and Recreation Sports are provided by FP&M)

Current State	FP&M		UH		UC-Dining		Rec Sports	
Custodial	47.5	\$ 1,282,728	23	\$ 609,081	11	\$ 353,265	0	
Supervision	3	\$ 130,874	2	\$ 84,296	1	\$ 26,894	0	
Grounds	9	\$ 384,124	0		1	\$ 28,933	2	\$ 54,731
Supervision	1	\$ 63,814	0		0		0	
Maintenance	8	\$ 291,726	5	\$ 270,285	4	\$ 155,022	0	
Craft Workers	8.5	\$ 665,246	4.5	\$ 219,190	0		0	
Supervision	2	\$ 167,149	1	\$ 72,612	1	\$ 60,610	0	
Student Labor	Varies	\$ 23,600	Varies	\$ 250,000		\$ 16,000		\$ 10,000
Diff, OT, USTE		\$ 88,453		\$ 191,944		\$ 23,724		\$ 7,250

*\*Wages only. Benefits not included.*

## Benefits of Merging Campus Facilities Services

- Ability to consolidate and streamline employee recruitment, training, orientation
- Improvement in customer service or the “one stop shop” for facilities support
- Enables units to concentrate on core activities and mission (i.e., Facilities Services, Student Housing/Housing-Related Programming)
- Eliminates redundancies in routing, facilitating and accounting of services and resources (i.e. vendors, trash services, utilities, CMMS, E-Access, supplies, fleet, fire protection, storm water management)
- Improve professional development and address equity issues
- Reduces the IT threat landscape by consolidating IT systems



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# COMBINING CAMPUS FACILITIES SERVICES

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**Stakeholders:** Facilities, Housing, Dining, University Center, HR, Purchasing, Budget and Quality Assurance

**Purpose:** Optimize services to all campus departments by consolidating existing operations

**Objectives:**

- Maintain and enhance levels of service recognizing the distinct needs of the various campus customers
- Maximize cost savings, quality and efficiencies in the area of supplies and expenses
- Create opportunities for staff development

**Approach:**

- Promptly do initial communication out to staff why we are doing this and what it means to them and implement ongoing communication plan – HR to assist
- Review current structure and develop baseline on Key Performance Indicators – Quality Assurance to assist
- Spend Analysis: Procurement to gather data and work with stakeholders to develop baseline
- Conduct review of current job descriptions to ensure they are consistent – HR to assist
- Conduct review of current work assignments and compare them against each provider department and with industry/organizational standards, including Time and Motion Study – HR to assist
- Develop a staffing pattern to achieve the levels of service taking into account industry standards
- Develop service level agreements with each campus department/area, determine consumption by each building, design allocation model – Budget to assist



# FACILITIES SUPPORT SERVICES OVERLAP BY CAMPUS UNIT

## Overview

Information about common facilities services among the operational units of University Housing, University Center/Dining, Athletics and Facilities Planning and Management

Housing	UC/Dining	Facilities	Athletics
Custodial	Custodial	Custodial	Custodial
Grounds (30' from buildings)	Grounds (30' from buildings)	Grounds (Campus)	Grounds (Athletic fields only)
Maintenance	Maintenance	Maintenance	Maintenance
Craft Workers	Craft Workers	Craft Workers	
Information	Information	Information	

### Facilities Planning and Management Only Services to Campus

- Postal Services
- Surplus Sales
- Service Fleet, Low Speed Vehicles (LSVs), All Terrain Vehicles (ATV), Grounds Equipment (purchase and surplus)
- Fuel (Gasoline and Diesel)
- Maintenance and Operations Repair Supply (i.e. copy paper, lavatory paper, lamps, bulbs, etc...)
- Capital construction project request to system, project design, project oversight
- Primary utilities to campus; electricity, steam, heating/cooling (for buildings on steam/chilled water loops)



# INVENTORY CONTROL

## Overview

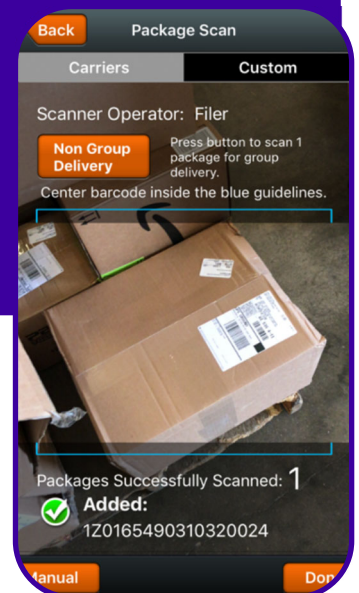
Compliance with finding from UW-System's audit regarding inventory control processes.

### Priorities

- Separation of purchasing and receiving duties
- Inventory adjustments
- Documentation for receiving and One-Time Purchases (OTP) reduction to unique goods/materials
- Procedures for clearing account
- Physical security
- Internal written operating procedures

### Progress

- Purchasing and receiving authorizations are separated in the Computerized Maintenance Management System(CMMS), The Maintenance Authority (TMA)
- Inventory adjustments are reviewed and approved by department Director
- Documentation for receiving
  - Integrated receiving that matches Purchase Order, Shipping Receipt and Invoice does not currently exist
  - Development of reports to delineate routine from unique material/goods has been initiated, routine materials/goods will then be assigned parts numbers
  - Barcode scanning on all inbound and outbound shipments currently being tested
- Warehouse storage configuration modified to improve efficiency and security
  - Security and monitoring system upgrades and installations have been recommended and quoted for consideration
- Currently in process of upgrading physical security of



### Next steps

- Implement chosen barcode scanning system
- Assign inventory parts numbers to routinely purchased materials/goods previously OTPs
- Implement security enhancements and monitoring systems
- Modify purchasing to reduce use of clearing accounts for goods/materials – establish clearing account reconciling process

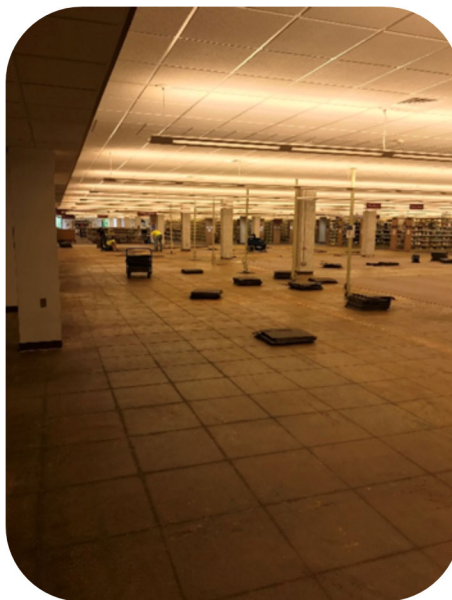


## LIBRARY CARPET REPLACEMENT

**Before**



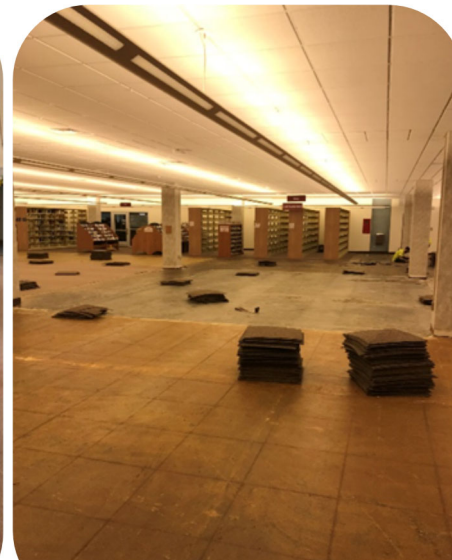
**Main Floor (7-12-18)**



**After**



**Before**



**After**



- Tall shelving units removed and recycled
- Shorter shelving units delivered for installation
- 70% of main floor carpeting installed
- Remaining floor areas to be abated week of July 16<sup>th</sup>
- Remaining carpet installation to complete by mid-August
- Library signs replacement to be planned and completed





## ROTC RAPPELLING STATION – STADIUM PRESS BOX ROOF

Before



After



After—From Ground



### ROTC Rappelling Station Basics

- Provides remote/discrete location with controllable facilities access
- Location is adjacent to available lavatory and group instruction spaces
- Rappelling to be conducted when press box is “inactive”
- Will enable controlled/supervised rappel training under designated Rappel Master
- Provides multiple/various rappel arrangements with redundant securing points Reviewed/approved by ROTC Command and Risk Management
- (Landing area padding by ROTC)
- Rappelling station design/construct very favorably received by ROTC program officers
- Materials costs paid by ROTC program, labor provided by campus staff



# SESQUICENTENNIAL SUMMER

## “SPRUCE-UP”

### Action Plan

#### **Power Washing of Building Exteriors** - remove dark staining and brighten colors

State contracted vendor – Testing conducted May 17, 2018

- Hyer Hall
- Andersen Library
- Heidi Hall – Selected areas
- Winther Hall – Lateral concrete beams only
- McCutchen Hall – West main entry
- Center for the Arts – Concrete exterior – north side of kiln area
- White Hall
- Heidi and Winther penthouse fences in preparation for paint

Cleaning to be conducted based on test cleaning suc-

#### **Power Washing of concrete side-walks and landings on Wyman Mall**

Facilities sta to perform

#### **Painting** – State contract vendor contacted for estimates

Costing expected week of May21st – scheduling to follow

- Hyer Hall trim
- Alumni Center Trim
- Andersen Library Soffetts
- Heidi Hall/Winther Hall Penthouses and rooftop screens
- Sign/Kiosk Arches; Lot #2 Video Board, Visitors Center, Esker (if possible by vendor)
- McGraw Hall concrete steps (if possible by vendor)
- Building-mounted sign letters (if possible by vendor)

#### **Wyman Mall - Main Street Sign**

Installation in process

#### **Lauderdale and Schwager Road Welcome Signs**

Installations (3) to schedule



# SESQUICENTENNIAL SUMMER “SPRUCE-UP”

**Power Washing of Building Exteriors**— As part of the “Spruce-Up” the exteriors of seven buildings on campus were power washed.





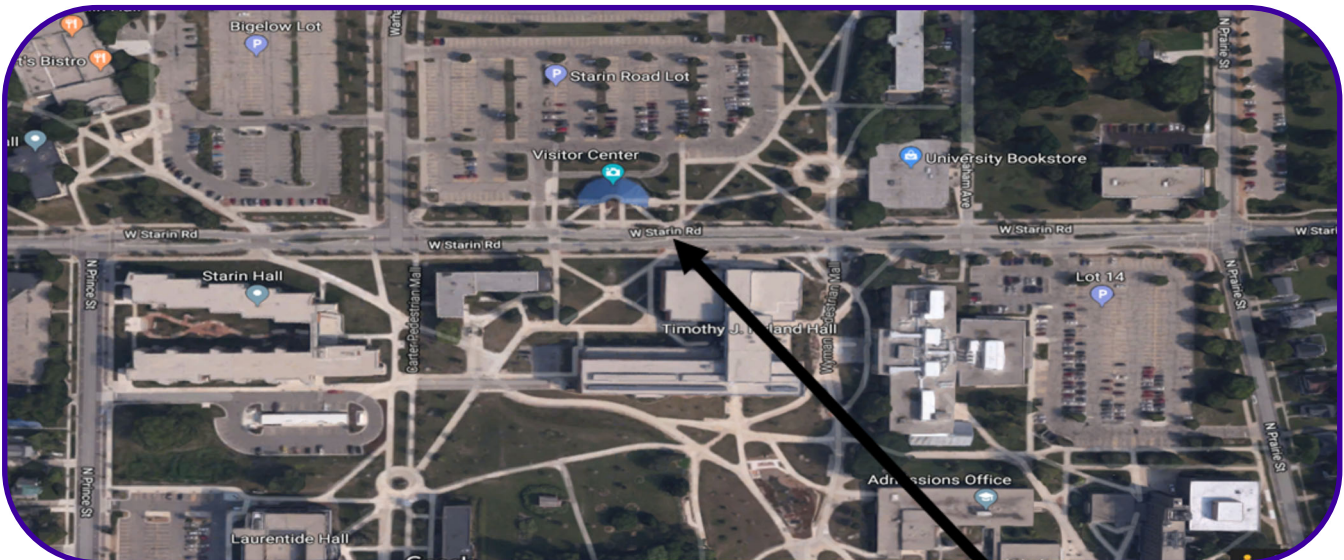


# STARIN ROAD LIGHTING UPGRADE

Median pole-mounted lighting from Prairie to Prince Streets

## Basic Facts

- 15 light poles – two light fixtures per pole
- Current light fixture are older technology providing poor lighting quality
- Current lighting arrangement does not properly illuminate all crosswalks
- WE Energies owns the light poles and light fixtures
- City of Whitewater is responsible for rent of fixture and utility costs



Crosswalk where poor lighting poses a pedestrian safety hazard  
Additional lighting or light pole requested

## Contacts and steps to Improved Starin Road Safety

- WE Energies representative consulted with about estimate for lighting upgrades
  - Request to convert fixture to LED and add lighting at crosswalk of concern conveyed
- Chuck Nass, City of Whitewater representative provided information and consulted
  - Light Pole Numbers and fixture counts information conveyed with request
  - WE Energies representative contact information provided to coordinate estimating
- Reply to request for lighting additions and conversions pending
- City of Whitewater likely to request funding for lighting changes



## Department Welcome Guide

Facilities Planning & Management (FP&M) at the University of Wisconsin-Whitewater is a committed team of professionals who work diligently to keep our campus running smoothly so students and faculty can work towards their academic goals. Through our Campus Facilities Planning/Engineering, Warehouse/Stores, Maintenance, Surplus, Sustainability, Heating Plant, Grounds, Custodial, and Mail Services, FP&M strives to provide outstanding support for the students, faculty, staff and visitors to the University of Wisconsin-Whitewater.

This guide is meant to provide an introduction, but for more details on services, policies, procedures, and forms, please visit the FP&M webpage: [www.uww.edu/adminaffairs/fpm](http://www.uww.edu/adminaffairs/fpm)

## Services Available

Facilities Planning and Management provides the following services to the campus community:

- ◆ Building Maintenance, Renovations, and Repairs
- ◆ Central Heating and Cooling
- ◆ Custodial Services
- ◆ Grounds Maintenance
- ◆ Locks/Keys and Electronic Access
- ◆ Mail Services
- ◆ Campus Facilities Planning and Engineering Services
- ◆ Surplus Property Sales and Disposal
- ◆ Sustainability/Recycling
- ◆ Transportation Services
- ◆ Warehouse Storage and Stores Supply Procurement

## Contact Information

- ◆ Address: General Services Building, 500 North Fremont Street, Whitewater, WI 53190
- ◆ Email: [facilities@uww.edu](mailto:facilities@uww.edu)
- ◆ Phone: 262-472-1320
- ◆ Fax: 262-472-5543
- ◆ Hours: Monday - Friday, 7 AM - 3 PM

**Check out the FP&M webpage to find more information on our services:**

[www.uww.edu/adminaffairs/fpm](http://www.uww.edu/adminaffairs/fpm)

# Other Department Services

## Central Heating and Cooling

The Central Heating & Cooling Plant staff keeps us warm in the winters with **steam heating and hot water** and cool in the summer with **central chilled water** services. The Central Heating Plant is located on Lauderdale Drive, next to Esker Hall and Calvary Cemetery. Beginning in 2018-2019, the plant received extensive upgrades to the chillers, which provided our campus with a state of the art chiller plant that improves our overall energy efficiency and provides reliable air conditioning service for the foreseeable future. **Please direct all heating and cooling issues to the Building Maintenance procedures or the general FP&M contact information to receive resolution.**

## Custodial Services

The Custodial Services staff is responsible for keeping our Academic buildings in tip-top condition. The goal of Custodial Services is to **ensure the campus environment's health, wellness, and safety** using environmentally-conscious cleaning materials and methods. The staff receives the latest training on new products and cleaning methods to ensure we are providing the best environment for all who work, attend, or visit our campus. **Custodians are assigned to specific buildings/areas**, which allows them to become familiar with the building and its occupants and makes a high level of customer service easily available.

## Grounds Maintenance

The UW-Whitewater Grounds Crew maintains most **landscaping areas** you see on our 400-acre campus, which includes **management of the 100 acre Nature Preserve**, which features a reconstructed prairie and 40-acre woodland. The Grounds Crew propagates their own seedlings and is responsible for the design and planting of flower beds throughout the campus core. They also maintain 22 miles of sidewalks and 60 acres of parking lots for pedestrian and vehicle safety. This responsibility includes all **lawn management, weed control, irrigation, and snow/ice removal**. Information on snow removal operations is made available annually in the **Snow Plan**, which is found on the FP&M webpage.

## Locks/Keys and Electronic Access

FP&M processes all **requests for physical keys or electronic access for Academic buildings** on campus. **Key Requests can be submitted through the FP&M webpage**. All key requests will be routed through the Supervisor, Department Chair, and Building manager before they are processed. All employees are **required to sign a key contract** before the keys are issued to them, which requires all keys must be returned to our office by the key holder. This helps ensure continued security of campus spaces, as well as clearing an employee of any responsibility should something occur in those spaces.



## Mail Services

Campus Mail Services **delivers all the mail and some parcels on campus** from both outside sources and **inter-office mail**. They are also responsible for delivering flyers and other **bulk mailings** that occur for special events. Campus Mail Services provides multiple pickups from each building every day, which includes picking up and dropping off mail at the City of Whitewater US Post Office. **Services include:** postage metering, envelope sealing/stuffing/labeling, certified mail, USPS international, UPS Ground/Air shipments, packing tracking/locating, providing more interoffice envelopes, Indicia printing, wafer seal tabbing, and Fast Forward services. Please visit the FP&M webpage for more instructions on how to prepare your mailings for service and other procedures. The Mail Center is located in General Services Room 209, located near the Receiving Dock at the north end of the building. Hours are 7 AM - 3 PM and questions can be directed to 262-472-6726 or 262-472-6740.

# Other Department Services

## Campus Facilities Planning

This group is responsible for evaluating all **Project Requests** and monitoring State of Wisconsin projects. Work/Service Requests are for smaller repairs and updates, while Project Requests may include:

- ◆ Any Central Funding request (regardless of size or scope)
- ◆ Project Estimates
- ◆ ANY new spaces or renovations (moving/addition of walls/doors, windows, painting, flooring, ceiling, lighting, electrical, data, furniture etc)
- ◆ Large Scale Technology/AV Improvements (replacement of department or lab computers)
- ◆ Change of Use of any kind
- ◆ Accreditation compliance issues that impact physical space, mechanical systems, etc.

This group also maintains the **database for all campus spaces** and generates all the usage reports required by the state. Campus Planning also develops and publishes the **Campus Master Plan** that details any plans for future work on the UWW campus. You can find out more details about Campus Facilities Planning by visiting the FP&M webpage.



## Surplus Property Sales and Disposal

You never know what “goodies” you might find in the monthly surplus sale, which occur on the **first Friday of each month from 9 AM - 12 PM at the General Services Receiving Dock** (located on the north end of the building). Many furniture basics to more unusual items are available and everything is priced to sell at better than garage sale prices. The sale is open to faculty, staff, and the community at large. **Cash or check only. The UWW Surplus Sale page on Facebook is updated prior to each sale. University property disposal** by Surplus staff can be accessed under Forms on the FP&M webpage.



## Sustainability Office

The Sustainability Office strives to improve the awareness of and performance in environmental sustainability issues in our curriculum, student life, campus operations, and local community. Sustainability topics such as **transportation, waste and recycling, gardens and landscape, energy conservation, and much more** can be found on the Sustainability webpage. Contact [sustainability@uww.edu](mailto:sustainability@uww.edu) or by leaving a message at 262-472-6724.



## Transportation Services

**Minivans** are available for local travel (200 miles round trip) and **Enterprise reservations** can be delivered to the FP&M main office for pickup. The **Warhawk Shuttle** provides free transportation for faculty, staff, and students between the Whitewater and Rock County campuses, with additional service at the Janesville Van Galder terminal. **Alternative transportation options** are available on the Sustainability webpage. Contact [fleet@uww.edu](mailto:fleet@uww.edu) or (262) 472-6739.



## Warehouse Storage and Stores Supply Procurement

Stores and Central Receiving supplies the maintenance and custodial operations on campus. Stores is able to purchase in bulk, thereby saving the campus money. Stocking common supplies in the warehouse also ensures that we are able to make most repairs in a timely, cost-effective manner. Central Receiving delivers parcels for all campus departments. Please note that personal shipments should not be sent to the Central Receiving dock. You can **request warehouse storage** or **order supplies from Stores** by using the links on the FP&M webpage.

# Submitting a Work Request

## Building Maintenance and Repairs

The FP&M Work Request Portal is used to submit a wide variety of repair needs. The **Work Requests icon can be found on the FP&M Home Page**. Once you press “Submit a Request,” you will be instructed to log-in using your UW-Whitewater Net ID. Customers are asked to complete information about the **facility, building, and area**. Most customers will choose “UWW Campus” as facility and codes for “Entire Floor” exist if work will take place in multiple rooms. **Contact person’s information** is also included.



**Repair Center** codes are as follows, along with a **GENERAL** guide for chargeable versus non-chargeable work. FP&M reviews all requests for accuracy before processing and will change work requests from “Chargeable” to “Non-Chargeable” if necessary. We will never change a request from “Non-Chargeable” to “Chargeable” without first contacting the customer that submitted the request.

- ◆ **PC—Chargeable:** selected for all **chargeable work requests**. This includes maintenance, repair, or assembly of “departmentally owned” items which were purchased and installed separately from the original construction budget. Some examples of chargeable work:

- |   |   |
|---|---|
| ◇ Repairs to lounge equipment (stoves, etc)         | ◇ New window air conditioner purchase               |
| ◇ Replacement of carpet                             | ◇ Table/chair/Riser rental & setup/teardown         |
| ◇ Window treatment repairs/installation             | ◇ Painting (outside of normal maintenance schedule) |
| ◇ Custodial services for special events             | ◇ Install dimmer switch for lights                  |
| ◇ Departmental furniture moves                      | ◇ Install new water line for coffee machine         |
| ◇ Re-keying any functionally working lock           | ◇ Install projector, new lighting, etc.             |
| ◇ Key cutting for any lost keys                     | ◇ Hang picture/plaque                               |
| ◇ Installation/repair to any departmental equipment | ◇ Make office sign/nameplate                        |
|   | ◇ Move office furniture                             |

- ◆ **PP—Physical Plant:** selected for all **non-chargeable work requests**. Routine repair and maintenance of building interior and exterior of any fixture or component that was provided by the original building construction project, or any subsequent State of Wisconsin funded remodeling project. Some examples of non-chargeable work:

- |  |                                  |
|--|----------------------------------|
| ◇ Any HVAC system repairs, such as hot/cold room                                       | ◇ Scheduled maintenance painting |
| ◇ Elevator repairs   | ◇ Grounds maintenance            |
| ◇ Plumbing repairs (faucets, toilets, urinals, etc)                                    | ◇ Water fountain not working     |
| ◇ Classroom furniture repairs (normal damage only)                                     | ◇ Clock not working              |
| ◇ Electrical system repairs (office/hall exterior light out, switch not working, etc.) | ◇ Repair ceiling tiles           |
| ◇ Williams Center pool maintenance   | ◇ Door lock not working          |
| ◇ Window air conditioner repairs   | ◇ Automatic door operators       |

- ◆ **UC—University Center:** selected for all **non-chargeable work requests** that pertain to the University Center only.
- ◆ Request for renovation, remodeling, change of use, etc. Require a different process— Go to [www.uww.edu/adminaffairs/fpm/campus-planning](http://www.uww.edu/adminaffairs/fpm/campus-planning)

**Account #** and **WISDM Description** are completed by the customer for proper billing. Account # is required for all PC Repair Center requests and refers to the 10 digit internal billing code used by UW System. WISDM Description refers to how the charges will appear on the financial detail page within the UW System budgeting software.

The **Request** text box allows you to enter the necessary description and details of the work you are requesting.

**Tag Type/Tag #** and **Department** are used internally by Facilities staff.



University of Wisconsin  
**Whitewater**

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## FINANCIAL SERVICES

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## FINANCIAL SERVICES

### Student Financials and Cashier's Office

The Student Financials and Cashier's Office embraces its significant role in student and campus success related to financial billing and payments. The past year has involved a significant review of data to improve services and gain insight into factors impacting students.

#### 2018-2019 DATA REVIEW

##### Students with small balance holds (202 student sample)

• Students who later registered	80%
• Students who appear to have graduated	6%
• Students who paid their outstanding balance but did not register	10%
• Students (not in the prior categories) who did not make full payments	4%

##### Freshman advising students (69 student sample)

• Freshman with financial holds who later registered	64%
• Freshman with financial holds who did not pay beyond original deposits	26%
• Freshman with financial holds who made payments but did not pay in full	10%

##### Students with large balance holds (1,990 student sample)

• Students who paid on more than 8% of their balance before the next semester	0.5%
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#### Key Data Discoveries

1. Students need greater understanding of the cost of attendance and how to prepare prior to attending
2. Proactive connections with students by other campus departments prior to registration would have an impact on student's response to financial holds
3. Most of the financial holds (small or large) represent symptoms of other problems the student is facing

#### Improvements and Plans

Student Financials and Cashier's Office have already conducted several improvements and perform leading industry practices.

- Move financial hold from \$20 to \$50
- Add financial literacy resources
- Improve communications with assistance from marketing
- Provide personal phone calls to remind students of balances due
- Provide consultation to discuss options for payments and registration





## FINANCIAL LITERACY CENTER

### Our Purpose

The Financial Literacy Center provides personal finance and money management education to the campus community. Students are encouraged to schedule individual financial coaching sessions, attend events, and utilize the available online resources and tools. The Financial Literacy Center covers topics such as budgets, credit, and student loans. Best of all, the Financial Literacy Center's outreach programs and confidential financial coaching sessions are offered at no cost to students.

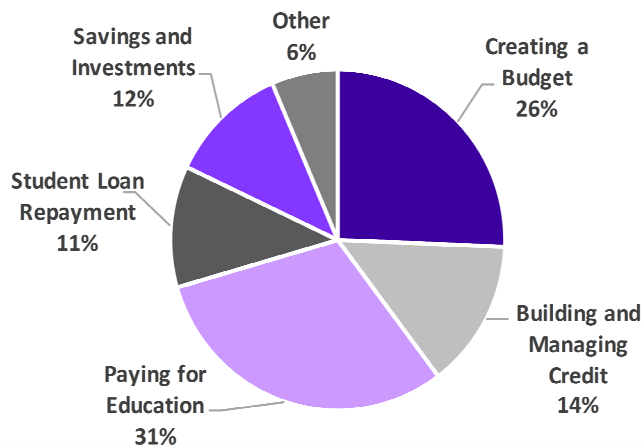
### Financial Wellness

To align with the increasing student need for money management information, the Financial Literacy Center promotes personal finance education. National enrollment trends indicate more students will be attending higher education institutions who are low income and first generation. Not only will these enrollment groups benefit from the FLC's resources, all current and future students will have an opportunity to obtain financial wellness education and strategies.

### 2018-19 BY THE NUMBERS

Individual Coaching Sessions	78
Requested Campus Presentations & Workshops	59
Tabling Events	30

### 2018-19 COACHING SESSIONS



### Peer Financial Educators

The Peer Financial Educator Program will be implemented at the start of the 2019-20 academic year. PFEs will provide financial education from students, to students, at the UW-Whitewater campuses. Besides assisting with coaching sessions, these students will help with facilitating presentations and workshops, and will participate in the support of social media and special events.



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# HUMAN RESOURCES AND DIVERSITY

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# ELECTRONIC I-9 IMPLEMENTATION PROPOSAL

## Project Goal Description and Background

The goal of this project is to gain administrative efficiency by moving from a manual, paper-based process, to an electronic I-9 process via General Information Services (GIS).

## Proposed Recommendation for Electronic I-9 Implementation

Based on increased I-9 compliance and accuracy, low cost, increased security, and enhanced reporting capabilities; it is the recommendation that UW-Whitewater implement an electronic I-9 process with GIS effective April 1, 2018.

## Advantages of the Process:

- Ensure greater consistency in completing forms
- Provide embedded controls that don't allow forms to be entered in the system with missing or incorrect information
- Have automated prompts that remind administrators of re-verification processes or completion deadlines
- Enable easier spot-check audits by HR managers
- Automatic notification of expiring I-9 documents
- Users' inability to enter forms in the system if not filled out completely
- Easier purging of documents following required retention periods

## Next Steps

If the proposed electronic I-9 implementation recommendation were approved, it would be an appropriate time to review the current I-9 completion process to find efficiencies beyond automatic and make additional recommendations. For example, the new proposed process might have the 12 business representatives as backups to complete the I-9 with the new employee. This would be another assurance that I-9s are completed in a timely manner.



# ELECTRONIC I-9 IMPLEMENTATION PROPOSAL

## GIS Software Demonstration and Cost

The cost to implement Compli9 is \$0. There will be a \$0.50 fee per processed I-9. On average, UW-Whitewater processes about 1,000 I-9s per year, so the annual cost would be approximately \$500.00.

## Current Process (via Paper route)



Employee **accepts offer** for employment



Employee **completes Section 1** of the form no later than first day of work for pay



Employee **gives documents and form** to employer



Employer **completes Section 2** of the form no later than 3<sup>rd</sup> business day employee starts work for pay



If Employee's work authorization expires, **complete Section 3**

## Details on Current Process

- Employee accepts offer and is directed to come to HR to complete I-9 ON or BEFORE first day of paid employment. Often deadlines are missed.
- New employee comes to HR and completes section 1 of I-9, along with showing physical documents. HR makes copies of documents, logs and sends for scanning.
- Employee shows physical documents. HR makes copies of documents, logs, and sends for scanning.
- Employee shows physical documents. HR makes copies, which may present security/efficient issues.
- HR completes section 2 after verifying/copying documents. Many times, deadlines are missed.
- We have never used section 3; if employees have a break of longer than one year, HR has them complete the entire I-9.



## EMPLOYMENT PAGE

Human Resources & Diversity revamped the employment website and created a user-friendly tool that allows potential candidates to sign up for e-mail notifications when new positions in their area(s) of interest become available.

### Outcomes Achieved:

#### NEW LOOK:

- The addition of a slideshow has helped capture the essence of University of Wisconsin—Whitewater
- The employment page was reorganized with employment specific tiles separating the different types of positions on campus.
- The new look highlighting the University's many unique and important features
- There are also banners that were created to alert candidates about our new subscribe feature as well as our upcoming job fairs

#### SUBSCRIBE FEATURE:

- Applicants are able to subscribe (and unsubscribe) at any time to receive email notifications for positions in their area (s) of interest which include:  
Faculty/Instructional Staff; Executive and Non-Instructional Staff; University Staff, Project, and Temporary Positions
- E-mail notifications are sent weekly on Wednesdays
- This function allows applicants to view our new and/or current postings more efficiently
- This function will also be beneficial to use at future Job Fairs as it will be easier for candidates to subscribe immediately

Human Resources & Diversity is FOCUSED on Process Improvement!



## E-REHIRE

**Human Resources & Diversity moved a paper-driven rehire form and contracting process into an electronic platform.**

### **Outcomes Achieved:**

#### **COMPLIANCE:**

- NEW!!! Higher Learning Commission (HLC) accreditation review and acknowledgment built in. Prior to this the Provost's office was the compliance checkpoint for HLC.
- Audit response made easier with electronic housing of information.
- Approvals are tracked with electronic stamp for audit compliance.

#### **EASE:**

- Automatic reminders for individuals when a request sits in queue for 7 days.
- Application pulls appropriate fields into the contract for contract administration, tracks send date and includes appropriate contingencies (Criminal Background Check, Position of Trust information, etc.)
- Access for HR to complete the picture for employees when combined with electronic Change of Status versus sourcing from T-drive, ImageNow and paper personnel files.
- Course Catalog built in to the program. Eliminates need for manual look-up and typing into form.
- Information is housed in one database for multiple individuals to view or review at any time in the process versus tracking down a paper form and attachments. Allows all users to track "where" in the process the hire is pending.

#### **QUERY ABILITIES:**

- One location to find contracts for specific timeframe, over a period of years, total amounts paid, etc.
- Ability to query current and historical records by individual, department, funding, compliance, and type of service for auditing and projections.

#### **ELIMINATES:**

- Manual creation of a contract
- Manual routing and tracking of paper Hire Form and attachments
- Eliminates questions such as, "has it been sent over?", "is this a copy?", "who has?"
- Scanning and linking of paperwork
- Employee and student employee hours saved
- Maintaining files on T-drive, email, and in ImageNow
- Management and tracking by email

**Human Resources & Diversity is FOCUSED on Process Improvement!**



## NON-STUDENT CAMP TOOL

Implemented in 2018, the Non-Student Camp Tool is an application designed to streamline the hiring process for all non-student camp staff. There are approximately 450 non-student camp staff members hired every summer. **This application achieves Objective 2 of Goal 4: Strengthening Resources of the University's Strategic Plan.** The application increases operational efficiencies by improving the accuracy of information entered into HRS along with the time necessary to complete a hire from when a request is initiated. Along with these improvements, the Non-Student Camp Tool also supports our ability to operate more sustainably because we can now process more requests electronically and do not need to spend resources creating duplicate or unnecessary documents to complete hires.

### Compliance

- New ability to audit all entries into HRS for Non-Student Camp hires, improving the accuracy of payroll processes.
- Every action taken on the hire request is tracked with an electronic stamp.
- Improves the likelihood of department remaining in compliance with federal Form I-9 regulations

### Ease

- Application displays relevant information in an appropriate arrangement for timely completion of hire request
- Information is housed in one database for multiple individuals to search, view, and edit at any time.
- Application allows for tracking of the hire request's status and creates direct communication routes
- Application aligns closely with an existing application for student hire requests improving consistency in hiring processes and procedures.

### Eliminates

- Manual creation of a hire request
- Creation of duplicate or unnecessary copies of hire paperwork
- Employee and student employee hours saved
- Primary communication via email; questions such as, "did you receive the paperwork/request?", "what is the status of the hire?", "what else do they need to submit?"





# OFFICE OF HUMAN RESOURCES AND DIVERSITY

**Mission: Service, Partner and Innovate**

5 Bold Steps	Strategic Plan Goals	
Integration	Collaboration, Policies, Effective Transition	1,2,3
Recruitment/Hiring	Streamline, Practice Directives	3,4,5
Onboarding/Offboarding and HLC	Develop/Improve/Implement	2,4,5
Technology Efficiencies	Develop/Improve/Implement	1,2,3,4,5,6
Leadership Design/Performance Mgmt	Develop Policy/Practice/Implement/Track	1,2,3,4,5,6

## Action Plan

### Efficiencies:

- Listening tour of Campus Stakeholders – HR90
- Online Communication Tool – HR Hawk Talks
- Develop Stop, Start and Continue Environment
- Refine Retirement/Resignation Letter Process

### HR90 :

- Community and University Members
- Understand the History
- Grassroots for Change
- Cultural Competency
- Option and Proposals - Resolution Oriented

### Organizational Development :

- Vision
- Skills
- Incentives
- Resources
- Action Plan

### Short Term/Long Term Needs :

- Affirmative Action/EEO
- Audit of Personnel Files/Records
- Develop HR Subject Matter Experts
- Employee Assistance Program
- Employee Enrichment Programs
  - Conflict Resolution/De-escalation
  - Ethics
  - Leadership Plan and Design
  - Search and Screen
  - Supervisors
- Investigations – Employee/Title IX
- Onboarding/Offboarding



# SUMMER CONTRACTING MOVED TO CHANGE OF STATUS PLATFORM

Human Resources & Diversity collaborated with Continuing Education Services and iCIT to move a paper-driven summer session and summer service contracting process into the electronic Change of Status platform.

## 1,337 contracts processed manually in 2017, each requiring:

- Manual creation of .pdf document, attaching to email and sending to employee for printing, signature, scanning, and return via email.
- Monitoring receipt and sending manual reminders up to 3X with attachments to employees.
- Printing of signed documents once received via email, collating, delivering printed contracts to Human Resources & Diversity for processing.
- Once processed through HRS the hardcopies were scanned and linked to ImageNow, and manually filed in employee P-files.

## Outcomes Achieved:

### COMPLIANCE:

- NEW!!! Higher Learning Commission (HLC) accreditation review and acknowledgment built in. Prior to the electronic process there was no HLC review of summer session contracts.
- Employee acknowledgment and approvals are tracked with electronic stamp for future audit compliance. UW-Whitewater is ahead of the curve with this platform.
- Department and supervisory review and approvals provide knowledge of employee commitments and provide historical reference.
- Ability to query current and historical records by individual, department, funding and type of service for auditing and projections.

### EASE:

- Course Catalog built in to the program. Eliminates need for manual look-up and typing into form.
- Automatic reminders are sent to individuals when a request sits in queue for more than 7 days.
- Audit response made easier with electronic housing of information.

### SAVINGS:

- Minimum of 200 employee hours saved;
- Eliminated paper and print costs for each document = 4011 copies for 2017

Human Resources & Diversity is FOCUSED on Process Improvement!



University of Wisconsin  
**Whitewater**

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## POLICE DEPARTMENT— PARKING SERVICES

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## BUS CHANGES

### Overview

Parking Services been providing supplemental funding for the UWW to Milwaukee Bus (Coach USA) for approximately 15 years. This service was initially fully funded by a Federal Grant. Parking Services then assumed the \$22,000+ cost per year upon the grants expiration, over 10 years ago.

### Changes

The bus service provided transportation to 3071 individuals during academic year 2016-2017. The total expenditures to Parking Services was \$22,824.99. The cost to the user for \$8. This has been renegotiated to a \$15 rider ticket and a guaranteed income to the bus service of \$48,000. Assuming the same ridership of 3071, at a cost of \$15/ticket, the cost to Parking Services would be \$1935. A savings to Parking Services of \$20,889.99!



**Over \$20,000 in  
SAVINGS!**

### Next Steps

In cooperation with Coach USA, we will continue to monitor ridership and user reactions. If it is found we have a significant drop in ridership, adjustments can and will be made. It is worth noting, Badger Bus currently offer a UW-Whitewater to UW-Madison route for \$14/rider. The change in cost for the Milwaukee route is within a reasonable range. Additionally, the UW-W to UW-Madison route receives NO supplemental fees from Parking Services.

### Goal Focus

Parking will become a self-sustaining, revenue generating, service oriented unit this year!



## CHANGE IN FINE STRUCTURE

### Communications Regarding Increase in Fines

Chief Kiederlen met with Faculty Senate on May 8, University Staff Council on April 4, Open forum on April 19, on the topic of increased fines. The fine increase was discussed at both the May 23rd and the June 28th Transportation and Logistics Team Meetings. The Transportation and Logistics Team consists of representatives from Student Government, Faculty Senate, Academic Staff Assembly, University Staff Council, University Police, and Community members. There are key areas of focus including: fleet operations, logistics, parking, and transportation.

The Parking website was updated with the new fine structure the week prior to the June 28th meeting, with the new fine structure becoming effective July 1st, 2018. There was a campus-wide email that was sent out on July 9th which in bold, states, "**In the event a student, staff or faculty member receives a citation for having No Permit and then purchases a valid permit, the initial citation is waived.**" If a community member or other person not affiliated with UWW receives a No Permit citation, the original citation would be waived if they purchase the daily permit (\$5.00) that they should have had.



### Why the Increase?

The decision to raise the cost of the No Permit fine is to encourage parking compliance. The fine of \$25.00 was too low to drive the desired behavior. Students, faculty and staff were risking getting the \$25.00 fines, rather than purchasing the appropriate permit. In some cases, it would take up to 8 No Permit citations before it would be more cost effective to just purchase the permit. We are not staffed to "catch" everyone who is illegally parking, nor would it be financially practical to staff at that level.

Ideally, we would never have a need to issue fines. Fines are not a reliable revenue stream for budget and planning purposes. If all persons bought a permit we would have a better count regarding lot usage and capacity, and be better able to make decisions regarding permitting. Permit sales afford us a reliable income stream so we can better budget parking lot and roadway improvements. Parking is required to be self-sustaining for the management and the maintenance of the entire parking infrastructure. In recent years the program has operated with a deficit and with over \$4.7M in deferred maintenance.



# COMBINED DISPATCHED SERVICES

## Concept

UW-Whitewater and the City of Whitewater would enter into a formal, combine dispatch function. Dispatch would consist of a five-member governing board, 1-unit manager and dispatchers.

## Reasoning

Currently UW-Whitewater has limited oversight or managerial authority within the shared dispatch. The dispatch centers decisions ultimately rest with the City of Whitewater Police Chief. The implementation of a combined, documented/contracted and independent dispatch center would provide a higher level of service, increasing efficiency, overall safety and capabilities for our communities.

## Process

Initial conversations have already taken place. This concept was put into the initial 1/3 cost sharing Memorandum of Understanding between the University and the City. The concepts put forth on behalf of the University are:

- Restructuring of dispatch as an independent unit with a 5 person governing board, 1 dispatch managers and dispatchers.
- University to assume the cost of 2.5 additional FTE (salary and benefit costs) through the City of Whitewater, individuals are City employees, not additional University FTE. These additional personnel will allow for a normal staffing of 2 dispatchers per shift.
- University to continue 1/3 sharing of overall dispatch center costs, minus the cost of the 2.5 FTE - (overall cost of center – 2.5 FTE)/3
- Implementation of Emergency Medical Dispatch – allows dispatchers to provide emergency medical instruction, such as CPR, over the phone.
- Implementation of video monitoring capability – allows dispatcher to bring up cameras when incidents occur, not full time active monitoring
- Implementation of application to replace current campus emergency call button – requires monitoring of application
- Implementation of full emergency messaging capabilities – requires dispatch to send, update and cancel emergency messages as needed by the University





## COMBINED DISPATCHED SERVICES

### Costs

The University current agreed upon expense related to the City of Whitewater are through the Payment for Municipal Services Off-se (2017 - \$39,764.84) and the 1/3 Dispatch Cost Sharing (2017 - \$167,046.00).

The assumption of 2.5 FTE, calculated at the highest salary range is \$167,179.55.

The additional 1/3 Dispatch Cost Sharing would include some new training costs and other potentials related to increasing the total number of dispatchers, this is estimated at \$15,000.

Total estimated cost to the University of \$182,179.55/year.

**Full service + full integration = increased safety and capabilities!**





## LEAP INITIATIVES

**LEAP Initiatives** UW-Whitewater Police Department has participated in the LEAP (Liberal Education & American's Promise) initiative since its inception at UW Whitewater. Our Department is beginning its sixth LEAP initiative.



### Reasoning

UW-Whitewater Police Department envisioned LEAP as an opportunity to develop and implement student centered work needs. We have continued to focus on improving the work products, policies and documents related to student employees. LEAP provides a unique opportunity to improve functions while directly involving students in "real life" job needs and skills development.

### Reactions

The reactions to those involved with the LEAP initiatives have been overwhelmingly positive. The effect on the Department's efficiencies and effectiveness have been a net gain. Despite the additional workload, in the end, participants have all been able to see the worth of the effort put forth.

The five LEAP projects completed were; 1. Development and implementation of a combined front desk with Residence Life (Lt. Faye Schouten, Ret.), 2. Building and utilizing a Policy Manual for the Campus Service Office's (Asst. Chief Matt Schwartz), 3. Further refining the CSO Manual and creating a formal training program/manual (Lt. Steve Hanekamp), 4. Creation of student employee interview questions, performance evaluations, job descriptions and resume language (Lt. Jason Burt), 5. Joint team with Human Resources to develop student performance evaluations, etc., for HR (Lt. Faye Schouten, Ret.). Our sixth group will be creating, updating and utilizing a formal policy manual for the Police Department Front Desk (PSA SueAnn Joyner).

### Costs

The Department has had no direct increase in costs for any of the initiatives. Participants receive a stipend from the University for their participation. Those from our Department who have been involved were allowed time "on-duty" to work on LEAP products, but we have not seen any difficulties with needed time.

**LEAP embraces the value of a broad-based liberal education and stresses the importance in preparing students with a variety of well-developed skills that will make today's students stronger candidates for 21st-century careers and citizenship.**



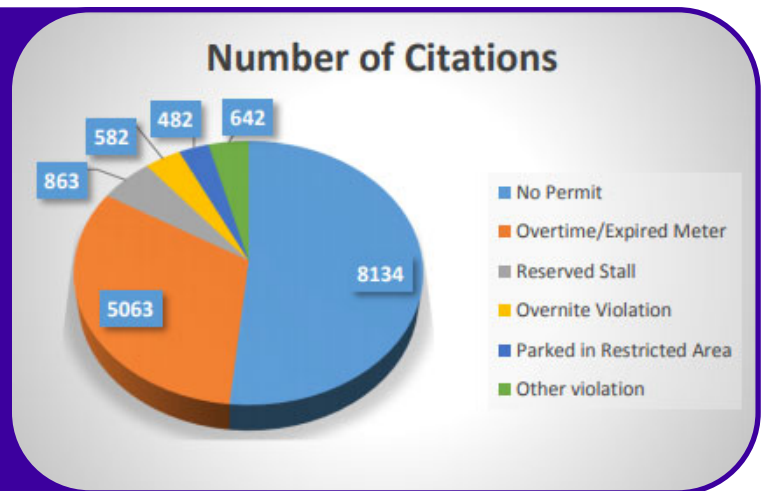
## PARKING SERVICES

### Overview

Parking Services is responsible for the management of all parking assets on campus. In an ever-narrowing schematic, Parking Services provides usable space for over 12,000 students, 1300 staff and faculty, and tens of thousands of visitors each year.

### Citations

Parking Services issued 15,766 citations during fiscal year 2017, July 1, 2016 – June 30, 2017, of which approximately 8,134 citations were issued to individuals parking on campus without a permit. Total revenues collected were \$314,760.82, of which a total of \$182,841.02 was received from collections of past due citations from 2014-2016. Adjusting for this influence brings the actual citation revenue generated by 2017 citations to \$131,919.80.



*Graph example of the revenues collected*

Year	Value in Dollars
2014-2016 Fiscal Years Past Due	\$182,841.02
2017 Fiscal Year Citation Revenue	\$131,919.80
Total Citation Revenue	\$314,760.82

### Budgetary Impact and Analysis

If an estimated 50% of those individuals or 4,067, would have purchased an annual permit at \$180, this would have resulted in \$732,060 of revenue. The goal of parking is to get all individuals properly permitted and to avoid the issuance of fines. The funds from permitting will allow us to maintain safe access to our campus for students, faculty, staff and our community.



# SERVICE, MANAGEMENT, INNOVATION

## Overview

Parking Services is responsible for the management of all parking assets on campus. In an ever narrowing schematic, Parking Services provides usable space for over 12,000 students, 1300 staff and faculty, and 10's of thousands of visitors each year.

### New Governance Model

Parking Services was assumed as a division of the Police Department in fall 2016. An immediate review of the parking personnel structure was made, a new FTE Financial Specialist hired and new parking plan developed. The goals of the new parking plan were; simplify the permit process, move more services online, decrease rule exceptions and tighter enforcement of regulations. To accomplish these goals a color code system of permits and lots was developed, new signage ordered and enforcement quantified with expectation. Cost saving measures and efficiencies were implement, such as business hours based on demonstrated demand and booting of vehicles as opposed to towing; which takes additional personnel hours and increases cost to the individual involved.

### Budget Progress

Parking Services budget is improving and is predicted to be in the black end of this fiscal year. The budget shortfall for 2015-2016 was \$323,962, and 2016-2017 was \$85,781.

### Event Management

Parking Services is directly affected by approximately 500 events per year. Accommodations range from reserving entire lots, no enforcement in certain areas, to the direct collection of funds. This requires the cooperation of the campus community, Parking Services having a campus wide orientation and coordination of multiple entities.

**Shortfall decreased  
by 380%**

Big Thanks to Dir. Buske and her team for their financial prowess!

### Next Steps

Parking Services must continue to improve its operating capital flow. There are an estimated \$4.7 million in pending parking and pavement improvements needed (study completed by Department of Administration and Edge Consulting 2015). Permit prices will continue to increase by approximately \$20/year for the next 2 years. Parking Services will continue to seek efficiencies, especially through web presence and eventual implementation of license plate reader technologies to eliminate permitting as a whole.



## SPECIAL EVENTS TEAM (SET)

### Overview

In fall of 2016 it was recognized the agencies in Walworth County were not fully prepared for a large scale, active, protest event. The main concern was assemblies and protests which become unruly or illegal in nature. In the pursuit of solutions, a multi-jurisdictional team was formulated to address this issue.

### Process

The Walworth County Executive Law Enforcement Association began discussing the inadequacies of individual agencies dealing with large scale protests in a singular manner. Agencies began training and equipping officers for crowd control operations. In early spring 2017, a formal Memorandum of Understanding was developed and a multi-jurisdictional team formed. The concept is to provide a group of up to 36 equipped, specially trained and unified officers for crowd control operations. The group is available for call-out by any agency within Walworth County and can be utilized for incidents elsewhere with a request for mutual aid.



### Progress

UW-Whitewater Police have taken a leadership role within the Special Events Team. Asst. Chief Matt Schwartz is one of the four (4) Assistant Commanders and a Platoon Leader. Det. Cal Servi is a mini-team/squad leader. Two (2) other officers, Dan Kuehl and Jeff VonAlven are squad members. As an



Asst. Commander, AC Schwartz guides and directs policy, procedure and tactics. He would also act as the Commander when in our Jurisdiction, similar to the Unified Command roles in the Incident Command System (ICS). The Special Events Team's first role is to monitor and interact, their last role is clearance and enforcement. The Special Events Team can be used in large events as uniformed monitors with control equipment available if other

issues are presented. This is NOT intended to act solely as reactionary "riot" control unit.

### Next Steps

The Special Events Team conducts training on a quarterly basis. We are currently exploring them utilizing the Community Engagement Center for a training because of the large open space and relative privacy. UW Whitewater Police will continue to maintain an active leadership role to ensure, if we ever wish to utilize the Special Events Team, its philosophies, procedures and tactics are within our expectations and values. The Special Events Team leadership continues to explore other avenues to enhance local abilities, such as combined trainings with other County Wide Teams, such as Dane, Rock and Milwaukee County. Building relationships, maintaining like tactics and philosophies, will provide for a greater number of available, specially trained officers for large scale events.





## SPRING SPLASH

### Background

Spring Splash has been an informal event for approximately 5 years. It has demonstrated an increase in popularity and has become a “campus event”. Spring Splash currently has no formal structure, leadership or control, despite some interest by professional promoters. Spring Splash encompasses numerous house parties, front lawn events and drinking specials at downtown establishments. Reports of inappropriate behaviors, quality of life issues and dangerous actions are prevalent. Spring Splash normally occurs during one of the last two weekends in April.



### Problems

UW-Whitewater Police Department, City of Whitewater Police Department and a number of other municipal, county and state agencies have experienced issues during previous Spring Splash events. These range from medical concerns to legal violations. Participating agencies attempt to monitor, control and contain the events taking place during Spring Splash. However, due to its lack of formal structure and control, offices are dealing with numerous, independent, private parties.

The Whitewater community views Spring Splash as a University event, despite evidence to the contrary, in large part because of student participation. Comments consistently imply the University should control its students. The public's perception of Spring Splash is negative and normally directed at the University.

The cost of providing services and enforcement for Spring Splash in 2017 was approximately \$75,000 (based on the City of Whitewater's survey). The cost was absorbed by local and assisting agencies. It should be noted, 2017 was not a successful Spring Splash event, due in large part to very poor weather. This cost is likely to increase significantly during a “normal” year.

### Consideration

It is the recommendation of the UW-Whitewater Police Department and other local agencies, to explore the concept of a larger scale, controlled event. There are positive examples of uncontrolled events being formalized and successful, such as Mifflin Street Days and Freak Fest in Madison. These events started as uncontrolled, informal, independent parties. These events are now controlled, ticketed and enforced in a formal manner, have proven to remain popular, even expanding attendance to varying age groups and demographics.

The potential of having a large “block style” party, encompassing an area where both the City and University have a stake, could change the tenor of the event and create a more positive interaction with the community. Conceptually, closing Prairie Street from Main Street to Starin Road and utilizing the adjacent parking lots, would lend control to an area that has often been a challenge. Bringing in music acts, food vendors and retailers could allow for some recouping of costs through ticketing and application fees, potentially creating a City/University positive, controlled and attractive event.

**Continuing to attempt to solve the same repeating problems, with the same unsuccessful solutions, is the definition of insanity.**





University of Wisconsin  
**Whitewater**

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## SUSTAINABILITY OFFICE

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# SUSTAINABILITY OFFICE UPDATE:

## SEPTEMBER 2017

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### Summary

- Participation in beginning of semester activities
  - Assisted with supervising volunteers at Bigelow Hall for Freshman Move-In Day.
  - Tabling at Hawk Fest to gather contact information from 81 potential volunteers.
  - Tabling at Fall Involvement Fair to gather contact information from 64 potential volunteers.
  - Oversaw two volunteer projects with 13 students for Learning Community Day of Service.
- Review of volunteer activities
  - Total of 95 hours accumulated from 62 volunteers.
  - The Campus Garden produced 391 pounds of produce and engaged 26 volunteer hours.
  - Prairie Seed Collection started mid-month and engaged 38 volunteer hours.
  - Stream Monitoring included a field trip hike to find the headwater springs of Blue Creek.
  - Walton Oaks Park restoration effort focused on vine removal and tree marking.
- Noteworthy partnerships in academics
  - Developed project with Carol Brunt for her Sustainable Management class to focus on STARS-related sustainability program deficiencies and recommend improvements.
  - Tours and class presentations given on campus sustainability topics to four classes.
- Student engagement notes
  - Attended all Students Allied for a Green Earth (SAGE) and Gardening Club student organization planning/e-board and general member meetings. Overall membership near 50 students.
  - Student project consulting for Sustainable Management, Health Promotion, and Project Management courses.
- Additional partnerships and committee service
  - Participation in Bike Share Committee to expand bike share and infrastructure on campus.
  - Participation in Food Pantry Committee to explore development of campus food pantry.
  - Participated in University Staff Council and reported activities to General Member meeting.
  - Chair Strategic Planning Committee for Working for Whitewater's Wellness (W3) Board of Directors.
  - Participation in Sustainable Janesville Committee focused on development of natural landscaping ordinance, including representing committee in Plan Commission presentation.



# SUSTAINABILITY OFFICE UPDATE:

## SEPTEMBER 2017

### Highlights

- The Sustainability Office held its second annual Campus Garden Open House on September



### Upcoming Activities

- Campus Sustainability Month events throughout October.
- Attend AASHE Conference and Expo in San Antonio, TX.
- Explore partnership opportunities with Science Outreach program in the College of L&S.
- Begin planning Environmental Justice Conference and other Earth Week events.