

WESTERN MICHIGAN UNIVERSITY  
FACULTY SENATE

CAMPUS PLANNING AND FINANCE COUNCIL  
Minutes of Tuesday, 19 February 2013 at 3 p.m.  
Faculty Lounge, Bernhard Center

**Members present:** Raja Aravamuthan, David Dakin, Richard Gershon, Harold Glasser, C.R. Krishna-Swamy, Kathleen Langan, Dennis McCrumb, Zac Putnam, Gail Rouscher, Paul Solomon, Sandy Steinbach (for Jan Van Der Kley) and Gay Walker

**Guests:** Jody Brylinsky, Associate Provost for Institutional Effectiveness; Dan Chapo, Manager, Financial Projects; Kelly Davidson, Manager, Payroll and Disbursements; Jim Gilchrist, Vice Provost for Budget and Personnel and Chief Information Officer; Linda Poquette, Office of the Vice President for Business and Finance; William Rantz, Faculty Senate President; and Patti Van Wallbeck, Director, Accounting Services

**Procedural Items**

*Welcome*

Sandy Steinbach, acting on behalf of Jan Van Der Kley, welcomed members and guests to the meeting. Steinbach requested a council member to act as the chair for the meeting in David Lemberg's absence. Gay Walker accepted.

*Acceptance of the Agenda*

A motion was made by McCrumb to accept the agenda as presented, supported by Krishna-Swamy. Motion passed.

*Approval of the Minutes of 15 January 2013*

A motion was made by McCrumb to approve the minutes of 15 January 2013, supported by Dakin. Motion passed.

*Acting Chair's Comments – Gay Walker*

Walker thanked council members and guests for attending. She requested that the meeting begin with Jody Brylinsky presenting.

**Information/Discussion Items**

*Strategic Planning – Jody Brylinsky*

Jody Brylinsky began by speaking of the Goals for Strategic Planning and how the successful implementation fits into WMU's vision and will inspire continuous improvement. Brylinsky provided information on the initiation of the Continuous

Quality Improvement Cycle and the University Strategic Plan Leadership Model, which includes individuals from outside the University. The Tactical Action Communities (goal specific stakeholders) and Project Action Teams (tactical action teams to advance a strategy) were reviewed. The University Strategic Planning Operations Team (USPOT) meets monthly to keep the planning process moving forward.

The Strategic Plan is online at [www.wmich.edu/strategic](http://www.wmich.edu/strategic) along with a list of committees and members. Tracking forms from each meeting are posted along with quarterly reports to show the progress that has been made. The strategic plan is progressing and implementation will be developed.

*Travel and Expense Policy*

Sandy Steinbach began by stating that this process is occurring to streamline and clarify the current travel and expense policy, procedures and systems. The review encompasses travel policies, travel authorization forms, AAA/ResX and travel expenses.

Dan Chapo addressed policy questions and gave specific traveler response breakdowns. Policy clarification will include frequently asked questions (examples - local travel, procurement card purchases, hosting), travel authorization simplification and expense report submission within thirty days. Changing to Government Services Administration per diems vs. receipts for meals was discussed. Chapo answered all questions regarding the proposed policy changes.

Kelly Davidson addressed the benefits of employing a centrally located travel agent. A travel agent monitors all campus travel, which includes arranging, cancelling, monitoring price adjustments, and rebooking of travel arrangements when necessary. It also provides one complete bill each month avoiding extra expense vouchers. AAA/ResX is our current travel agent.

A key benefit to the project would be clarification, ease of use and integration. All agreed that the current travel authorization system was a huge improvement to the previous paper system but we need to improve the tools of the current policy.

**Other Business**

No other business.

**Adjournment**

A motion was made to adjourn by Aravamuthan at 4:30 p.m., seconded by Rantz. Motion passed.

Linda Poquette  
Recording Secretary