

WESTERN MICHIGAN UNIVERSITY
FACULTY SENATE

CAMPUS PLANNING AND FINANCE COUNCIL
Minutes of Tuesday, 15 April 2014 at 3 p.m.
Faculty Lounge, Bernhard Center

Members present: Raja Aravamathan, Cheryl Bauman-Bruey, David Dakin, Kieran Fogarty, Richard Gershon, Harold Glasser, Jamie Gomez (Graduate Student Advisory Committee), Dean Honsberger, Kathleen Langan, Pat Langworthy (for Gail Rouscher), David Lemberg, Gary Mathews, Dennis McCrumb, Jan Van Der Kley and Gay Walker

Guests: James Gilchrist, Vice Provost for Budget and Personnel and Chief Information Officer; Hal Jenson, Dean, Western Michigan University Homer Stryker M.D. School of Medicine; Kelly Davidson, Manager, and Jennifer Halseth, Assistant Manager, Payroll and Disbursements; Jeff Long, Director, Accounting Services; Linda Poquette, Business and Finance; and Patti Van Walbeck, Associate Vice President for Business and Finance

Procedural Items

Welcome

Council Chair David Lemberg welcomed everyone to the meeting at 3 p.m.

Acceptance of the Agenda

A motion was made by Honsberger to accept the agenda as presented, supported by Walker. Motion passed.

Approval of the Minutes of 18 March 2014

Honsberger noted that he wanted to include under the General Fund Budget Update the introduction of Colleen Scarff, who, upon his retirement at the end of May, will be the executive director of University Budgets. Dakin noted that under Project Updates, the last paragraph, *Dakin* should be changed to *Van Der Kley*. With those changes, a motion was made by Dakin to approve the minutes of 18 March 2014, supported by Honsberger. Motion passed.

Chair's Comments – David Lemberg

Lemberg held comments and continued with the agenda.

Information/Discussion Items

WMU Homer Stryker M.D. School of Medicine Update – Hal Jenson, Dean

Jenson reported that progression of the new building is on target. The medical school will open this fall and approximately 3500 applications were submitted. The caliber of the student applications is excellent. After reviewing the applications, telephone and personal interviews, offers will be made and selections will narrow down to 50 students.

The Department of Pathology will be downtown and will provide anatomy and clinical for students. The medical examiner has been in Lansing and will transition from Sparrow Hospital to WMed. Calhoun and Kalamazoo Counties have not had a medical examiner and will have additional anatomy and clinical services for WMed.

The opportunities for scholarships are included in the budget. It will be based on merit and need. There are some named scholarships that have already started. Jenson has had discussions with John Spitsbergen, chair, Department of Biological Sciences, concerning the M.D. and Ph.D. programs and scholarships.

In response to questions on the positions at the medical school, Jenson stated that new physicians and scientists have joined the medical school faculty along with a pharmacologist and an epidemiologist. An associate dean for community services will work with the medical students in fulfilling the requirement to spend two afternoons a week providing community service with the hope that this will be a lifelong habit. The opportunity for WMU faculty to teach at the medical school is available and the opportunity for collaboration on grants has been available for thirty years with the Kalamazoo Center for Medical Studies. In addition, discussion has taken place with Diane Anderson, vice president for student affairs, on the willingness for collaboration with the medical school and the Sindecuse Health Center.

Additional hiring is needed in research areas with the basic sciences, clinical research and community based research. Discussion is ongoing with both community based hospitals and community research. The opportunities in Kalamazoo are significant in addition to other counties.

There are some areas that students may have to go to Grand Rapids for training. There has been no conversation on changing the clinical approaches. The success of the medical school is also the success of both of the community hospitals and we will continue to work within the structure that we have.

Jenson added that we will be good and excel in the curriculum – we are more contemporary and newer. The legacy for KCMS and WMU is the personal touch. Excellent medical schools do not need a large enrollment to be great.

Travel Policy Update – Kelly Davidson, Jennifer Halseth and Jeff Long

A presentation on the travel policy and procedures review and the changes that were made as a result of that study was provided to the council members. The policy and procedures were updated and the following website provides information: www.wmich.edu/travel/doc/travel-policy.pdf. The review confirmed why we have a partnership with AAA and a car rental vendor. Since the changes, there has been positive feedback.

Improvements – A new car rental vendor, which is Hertz. The travel authorization system is outdated. The development of a new system is underway (Drupal) and will launch this fall. Davidson gave examples of when a travel authorization is not required.

Questions were answered as to why AAA is the University travel provider versus discounted websites. Van Der Kley responded that using a central travel agency provides consistency to the level of travel used. If we did not have AAA, we would not have the discounted pricing. Local providers did not match the savings provided to the University by AAA. When it is time to go out for an RFP (request for proposal), the total benefit to the University is reviewed and all prices are compared. There may be exceptions for using a different vendor and the exception requests should be sent to Jennifer Halseth.

In response to the number of people that need to sign off on the travel authorizations, that is determined by each department and the question needs to go back to the individual's department.

International travel – AAA wants to make sure each trip is going well. A longer layover may be given to make sure there is enough time to go through customs. Members noted that there are cases when faculty may do better on travel arrangements without AAA. If you can save money, you can request an exception from Jennifer Halseth. Also, a meeting with an AAA representative can be arranged.

Other Business

Van Der Kley provided a brief update on projects;

- College of Engineering and Applied Sciences – The Einstein statue is not part of the permanent collection; it is on loan from the faculty
- Residence Halls – On track
- New Dining Hall – Schematic design preparation for the next six weeks - open forum scheduled for June 3
- WMU Medical School – Grand Opening is scheduled on September 18.

Adjournment

A motion was made to adjourn at 4:25 p.m. by Honsberger, seconded by Fogarty. Motion passed.

Linda Poquette, Recording Secretary