

Westchester Administrative Staff Council
Meeting: February 1, 2019

Meeting Minutes:

Minutes from December meeting approved

Speaker – Aisha Moyla, Director of Business, Planning and Communications
Presentation: Facilities and Capital Projects

Mission/Core Values (See PPT on WASC webpage)

- How can Facilities processes change so money can be saved for the University?
- Review of NYC Campus Portfolio
- Review of Westchester Campus Portfolio
- Review of responsibilities within the team
- Average 150 tickets weekly between Pleasantville and White Plains
- Review of incidents they have handled
- Details on how situations and items are remedied
- 24/7 coverage plans put in to place during the extreme cold temperatures. Staff is usually only working until 11:00 p.m.
- Keeping up with aging infrastructure
- Capital Projects-Capital spending
- FY11-FY19: Westchester Capital Spend \$26.3 M\
- 29 % infrastructure, 45% Academic Projects, 26% Student Life
- Assessments: Library Master Plan, Classroom Utilization, Space Planning, Facilities Conditions Assessment
- New initiatives: New work order system-Saber, 50% recycled paper University wide, landscaping, developing furniture and space standards, vendor spend evaluation, continuous improvement, customer service training

Process of Capital Project Review:

- Departments submit for capital requests
- List goes to Facilities and Capital projects department
- List is reviewed and prioritized by Deans (usually 10 requests per school)
- List is reviewed and approved by President
- List goes to Board for final approval

(When not approved, they can be resubmitted. They are not disapproved. Even if it is a multi-year project, it has to be submitted.)

Saber Work Order System Presentation:

- Saber is only for facilities and does not replace the use of the Help Desk for other areas (ITS, OSA, etc.) It should be used for restroom issues, temperature issues, etc.

- Currently being piloted with the following on PLV: Admin Building, Elm Hall, Choate, will also be extended to Alumni Hall in @ 2 weeks./NY: 41 Park row, 140 William, 182 Broadway
- Addressing issues going through while piloted
- Mobile and computer friendly
- Icons to choose from will make it more simple
- The system will provide 3 emails-request was submitted, when person was assigned, when it is completed
- Saber will probably go live around Spring Break, currently addressing issues during pilot
- Valhalla will continue to communicate facilities related through Linda

Committee Updates:

Treasurer's Update - \$5,199 remaining. Includes all coffee ordered through semester.

Faculty Council Rep Report:

Last Faculty Council meeting was cancelled.

Safety Committee Update:

Prox cards are live in the city, trainings are coming up and will be sent out

Announcements:

Faculty/Staff Wine and Cheese Appreciation reception 2/12/19, basketball game