

## Section I

**Name of Committee:** University Services and Facilities Committee (USFC)

**Submitted by:** Johannah Uriri-Glover (Chair)

**Date Submitted:** 04-17-2024

**Membership Roster:**

- Bruno Welfert, School of Mathematical and Statistical Sciences Co-Chair
- Rochus Boemer, School of Mathematical and Statistical Sciences
- Laverne DaCosta, School of Applied Sciences and Arts
- Nisa Goksel, School of Social and Behavioral Sciences
- Kevin Langergraber, School of Human Evolution and Social Change
- Tonya Penkrot, CISA - School of Applied Sciences and Arts
- Thomas Sharp, School of Earth and Space Exploration

**Overview Narrative:**

The University Services and Facilities Committee members have met with university administrators during our scheduled meetings or independently throughout the academic year. Two senators and the committee chair were assigned to each RFC to review the relevant policies, locate administrators, and schedule meeting times. This year, we have worked on six RFCs: 1) RFC 249ADA Compliance for graduation/convocation stage; 2) RFC-256 /Subject Concur travel: a path to creating a user-friendly interface; 3) RFC-257 Subject Routine use of QAC-containing dangerous disinfectants at ASU. The committee will continue working on these RFCs until they are resolved. The committee closed RFC-252/ Parking, RFC-221/ Accommodations for Faculty with Disabilities, and RFC-262/ Campus Transportation. This report illustrates our work for the 2023-2024 academic year.

## Section II

**Request for Consultations and/or topics reviewed by the committee and outcomes** (topics reviewed by the committee decided not to act/review should be listed here with no action taken):

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## **RFC-249 ADA Compliance for graduation/convocation stage**

The University Facilities and Services Committee members Senator Rochus Boerner and I met with Peter Fischer (Cdr Accessibility Compliance FDM Capital Program Mgmt. Group), Melissa Goitia Werner (Exec Director Office of Univ Events & Protocol), Adero Allison (Assistant Director SAILS Inclusive Learning) and former senator and faculty representative Christopher Sulla (Assistant Teaching Professor, WPC Information) Systems) on November 30, 2023, to review the RFC and address the complainant's concerns. Our committee requested that Mr. Fischer and his staff examine viable options to meet ADA compliance in the walkway.

We conducted a walkthrough of Desert Financial Arena on Dec. 06, 2023. The graduation modular ramp meets ADA compliance standards. Along with building management, Mr. Fischer took measurements in areas where there may be safety issues for individuals using powered or non-powered wheelchairs. The lower-level West Players Tunnel, where the mishap occurred, is mentioned in the RFC and is where students and faculty enter the arena during the ceremonies. This walkway is non-ADA compliant because the downward slope is extremely high. Attached is a diagram illustrating the problem areas and initial options Mr. Fischer will examine. The issue is complex and may not be fixed before the spring graduation and convocation ceremonies.

### **Recommendations**

1. Since graduation is around the corner, an immediate strategy would be to have students and faculty using wheelchairs enter the Lower East Players Tunnel, where the slope is not as steep. Escorts would be available to direct them to the West Tunnel of Desert Financial Arena, and someone would be at the West Tunnel to assist if needed. They would enter further down the slope, where it is less steep.
2. Have the legal team look at the RFC and have a representative on this team since this can result in potential lawsuits and fines.
3. The ramps leading to the stage are ADA-compliant; the recommendation is to remove the steps and have the progression go one way for easier wheelchair access.

### **Other Recommendations:**

Mr. Fischer will assess the following future recommendations:

1. Add a modular ramp in the West tunnel walkway to the seating areas in the arena.
2. Add handrails to the East tunnel entrance,
3. Add a lift on the East tunnel stairway to access the lower level where the ceremonies occur.
4. Add a modular ramp on the East side leading to the lower level/

**Note. See the attached diagram for specifics. See Appendix 1.**

### **Other options**

1. Move some smaller ceremonies to the Mullet, which is smaller but ADA-compliant.

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2. Have larger ceremonies at Sun Devil Stadium.
3. No ceremonies at Desert Financial Arena until these issues are addressed

Resolving this issue adequately will take time and money. According to Mr. Fisher, decisions must be based on a cost analysis approved by administrators. A quick fix is to have people in Wheelchairs enter from the East entrance, where the slope is less steep, and be escorted from that point into the arena space.

### **Action Items**

- The committee will follow up with Mr. Fisher and other group members. The group will continue to discuss and evaluate options for improving accessibility and safety in the arena, considering cost, feasibility, and the number of guests.
- This RFC will remain open while a cost-effective solution that accommodates, promotes inclusion, and maintains the safety of students and faculty with special needs during graduation and convocation ceremonies at ASU is found.
- This RFC remains open.

### **RFC-256 /Subject Concur travel: a path to creating a user-friendly interface**

Develop ways to make Concur more user-friendly in direct collaboration with the vice president of finance, deputy treasurer of financial services, and vice president of university business services/CPO.

Senators Penkrot, DaCosta, Sharp, Boerner, Welfert, and I met with Anaji Halabe, Vice President of Finance at Arizona State University; Lily Tram, Executive Director; Catilyn Boer, Travel Director; and Rudy Bellavia, managing director and chief of staff for the Office of Business and Finance to work on making Concur more user friendly for faculty.

Ms. Anaji Halabe stated that the process was straightforward and presented the overview to committee members. Lily Tram provided a history of training activities that occurred during @0116 and the development of the quick book. She recommended that faculty use Concur. Carolyn updated the version last week and posted it during the meeting; she also provided an overview of how to use it. There are two requirements for approval: the budget officer and travel officials. Categories 4 and 5 travel to other countries and need management approval to ensure travel insurance and proper documentation.

### **Action Items**

- Inform faculty that Concur is now optional but suggest that faculty use it for travel arrangements.
- Share with faculty the attached quick reference Itinerary guide that can carry along with you anywhere
- Share with Faculty the attached Trip Travel Guide
- Willing to train faculty campus-wide
- Will submit a proposal of plans to train faculty to make Concur user-friendly for faculty to the USF Committee

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- Request to present an overview of the process during the senate meeting and announce training sessions.
- This RFC will remain open

***See Appendix 2***

**RFC-257 Subject Routine use of QAC-containing dangerous disinfectants at ASU**

ASU's "enhanced cleaning" practices have a net negative health benefit to staff, faculty, and students due to the routine use of dangerous disinfectant products, especially ones that contain quaternary ammonium compounds (QACs). Who it hurts/affects: all members of the ASU community who physically use ASU facilities. Why it should be resolved or fix: to protect the health and wellness of the ASU community,

Senators Welbert, Boerner, Langergraber, and I met with the Program Manager, Julie Estee, and her team from the Department of Facilities Management to discuss RFC 257 before our scheduled committee meeting. We learned that the university uses cleaning solutions containing the QAC compounds added during the COVID-19 epidemic. The janitorial contract expires at the end of December. They are unsure if they can make changes before the contract ends but plan to inquire about it. Also, the group discussed that there are many sanitation stations that house hand sanitizer agents are not working,

**Action Items**

- Ms. Estee states she will present our concerns to the administration when negotiating the new contract at the end of December. They will request solutions without QAC when they request new contracts in 2025. The changes would be effective on January 1, 2025
- We plan to follow up with the program manager at the end of the year.
- Ms. Estee recommends that the department request a work order to replace the batteries in the hand sanitizer machines when they are inoperative.
- The RFC will remain open.

**RFC-262 Subject Campus Transportation**

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Many students travel from Tempe on the bus system and struggle to get to Polytechnic on time for their classes to start. I have put up with this for several semesters, but the problem is getting worse. I received an email from a student stating that the 9:30 bus he sought was not in service. He missed class because the next bus would not get him to campus on time to make my course. (I see no reason not to believe this student, but I cannot validate this student's note.) This problem of buses from Tempe not reaching Polytechnic on time is worsening.

Senators DaCosta and Welfert contacted campus transportation and met with Roy Peterson, Commuter Services, who conducted the initial investigation regarding the complaint. After the RFC was investigated, a follow-up meeting with JC Porter, Director of Commuter Services, Scott Ducan, Arrow Stage Lines, and the Vice President of ASU operations to discuss the RFC. Roy Peterson stated that they rely heavily on data with their shuttle monitoring, which tells them they have a 99% on-time rate from the Tempe to Polytechnic campus. On occasion, unforeseen circumstances (traffic, accidents, etc.) will cause a delay. However, the drivers communicate with one another in real-time and can often adjust to make it on time. Shuttles conveniently run every 15 minutes, and logistically, they cannot add more shuttles to the routes due to staging challenges and associated expenses for the department and university.

**Action Item**

- RFC Closed

**RFC-248 Subject Scheduling and problems with finding classroom**

This RFC has been presented to the provost's office. The committee discussed the RFC, and there appears to be some misunderstanding regarding the request to have classes twice a week versus Monday, Wednesday, and Friday classes. Issues for faculty include less travel time to and from campus per week, and many students do not show up for Friday classes or do not register for classes three times a week.

**Action Item**

- Contact the provost's office for clarification and more information
- The RFC will remain open.

**RFC-252/ Subject Parking**

Requests the reinstatement of the 30-day parking pass for individuals who use alternative transportation as needed during the academic year. The cost of this

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pass was \$5 per day, which is significantly lower than the current daily parking costs of \$16-20 for those who use alternative transportation.

Senators Welbert and DaCosta recently met with J. Porter, the Director of Commuter Services, to discuss this matter. Unfortunately, the committee was informed that the program would not be reinstated due to past abuses, such as participants allowing others to use their parking passes.

#### **Action Item**

This RFC is closed.

**RFC-221 Subject Accommodations for Faculty with Disabilities:** The committee reviewed the previous 2022-2023 annual report and the previous USFC recommended that we revisit the website to assess whether it refers faculty adequate to services. Senator Langergraber reviewed the website and reported that it adequately addresses the concerns presented in the RFC. This

#### **Action Item**

The RFC was closed.

### **Section III**

**Request for Consultations and/or topics that were not started or remain unfinished and must be carried over to the next academic year.**

The following five RFCs will carry over to the next academic year: RFC 249ADA Compliance for graduation/convocation stage; 2) RFC-256 /Subject Concur travel: a path to creating a user-friendly interface; 3) RFC-256 /Subject Concur travel: a path to creating a user-friendly interface; 4)RFC-257 Subject Routine use of QAC-containing dangerous disinfectants at ASU; and 5) RFC-262 Subject Campus Transportation.

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**Discussed but not started:****RFC-248 Subject Scheduling and problems with finding classroom**

The committee discussed the RFC, and there appears to be some misunderstanding regarding the request to have classes twice a week versus Monday, Wednesday, and Friday classes. The committee plans to Contact the provost's office for clarification and more information

**Section IV****Recommendations to the Senate or Final Comments**

The committee needs RFC for the Tempe campus's use of motorized scooters and skateboards during business hours. This was discussed during several meetings, and we need to know the policy and who is responsible for monitoring compliance or non-compliance. Also, the problem should be presented during the Senate meeting to the senators to include their input regarding the issue.

The persons originating the report will be contacted and will receive an update on the status of the RFC.

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**Please type a summary in 100 words or less in this space. This paragraph will be cut and pasted directly into the Senate Annual Report.**

The University Services and Facilities Committee (USFC) worked on six Request for consultation (RFC) and met with university officials who oversaw the departments to which they were related. ADA Compliance for the graduation/convocation stage: The committee is monitoring a plan for a cost-effective solution. Concur Travel: The management team plans to present an overview of the process and announce training sessions during one of the senate meetings early in the Fall semester. Routine use of dangerous disinfectants: The program manager will update us on acquiring non-toxic cleaning solutions. Transportation issues have been resolved: The timing of the buses arriving at various campuses is being monitored. The reduced rate parking program for occasional commuters will not be reinstated due to past abuses.

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