

**University Planning Committee Meeting**  
**04/15/24**  
**Virtual (MS Teams)**

**Committee Members:**

\*Bonnie Burr, Chair, CAHNR, Extension  
\*Amvrossios Bagtzoglou, Engineering, Civil & Environmental  
\*Oksan Bayulgen, CLAS, Political Science  
\*Joanne Conover, CLAS, Physiology & Neurobiology  
\*Joe Crivello, CLAS, Physiology and Neurobiology  
\*Carl Rivers, Office of the Registrar  
\*Justin Rogowski, Law Library  
\*Mike Shor, CLAS, Economics  
Tutita Casa, Neag School of Education  
Mannat Kadian, Undergraduate Student  
Sean Dunn, Undergraduate Student  
Dan Schwartz, Office of the Provost (Ex-Officio Member)

\*Senate Member 2023/2024

1. Review & acceptance of [3/20/2024 Meeting Minutes](#)
  - a. Minutes passed unanimously
2. Presentation: Procurement & Concur (Joseph Thompson and Peggy McCarthy)
  - a. Joe and Peggy joined the meeting to talk about the travel working group. People from Lloyd's group were all asked to join his group. He chose people who had more direct experience with travel. Bonnie pointed out in fact people from the previous group were not all asked back and Joe shared that must have been a mistake on his part and apologized. He said that the committee was brought together to get better adherence to policy and procedures as a result of findings related to compliance issues and enforcement of travel policy was key to their committee outcome.
  - b. Peggy shared that internal audits are what drove UConn to use Concur.
  - c. The Travel Committee identified 30 points of pain and of those 15 are policy related. They broke those down with 7 being related to process and configuration and 8 that can be addressed through education and clarification.
  - d. The Travel Committee is presenting to senior administrators and will then present to JACC. He was not aware that the Senate may have any need to review the recommendations, but offered he would be willing to talk to a couple of people from the SEC or UPC.
  - e. The following suggestions and comments were offered by the committee.
  - f. Education is the key to having employees utilize Concur correctly. Perhaps a short fact sheet with important points. Peggy shared that perhaps small vignettes and videos would be helpful.
  - g. There is a cost to faculty and staff spending so much time trying to figure out how to use Concur. Perhaps that needs to be factored into the Travel Committee's work. Joe said there is no data to show how much time is spent going in and out of the system.

- h. Points were shared about continual kickbacks from reviewers and the system and it's frustrating when you believe you have entered the information correctly. It's a vicious circle sometimes to try and figure out what is wrong. Joe said to call travel anytime you have an issue. And they are aware it's challenging trying to get the corrections made.
    - i. Questions regarding who completes the forms and are there any unified efforts to send travel to support staff who can be trained or are trained in getting these done, reducing the time travelers spend trying to learn a system they don't regularly use. Some departments are doing this already. Peggy added it would be helpful to get more systems in alignment and Joe shared we do have staff who are experts in organizational functions.
    - j. Joe closed by saying he looks forward to seeing who he should reach out to next so the Senate can see what his committee is working on and looks forward to continuing conversations on things such as purchasing.
- 3. Following up with the [OVPR report](#)
  - a. Joanne Conover then discussed the OVPR response and had the following points to share:
    - i. We need to see what Senate suggestions the OVPR has carried out to improve the pre-award process.
    - ii. Has a help desk in pre-award been initiated. Bonnie said she was aware of a person being added to help pull together large grants in the OVPR's office as that person went over from CAHNR where she helped coordinate large proposals for CAHNR research faculty.
    - iii. Has OVPR looked at GMS systems such as those at CLAS.
    - iv. Can we increase system collaboration with R1 and R2 users
- 4. Parking Committee Follow-Up (Ross Bagtzoglou)
  - a. The Parking Committee said lot F is greatly underutilized and it only takes 6. lutes to get down to the bus stop in the center of campus. It's not clear how often buses go there and if the bus can make other stops around campus and what those times look like. It's also not clear how often buses run in the late afternoon or evenings for faculty and staff who have schedules that start later and end later.
  - b. Students who are studying late also have fewer options for getting to outer parking lots.
  - c. EV charging policy is confusing and stations need to be added.
  - d. Zone 2 is double booked with permit holders and pay by phone. That's not fair to permit holders.
  - e. Parking enforcement seems to have issues getting around campus. There are zone 2 lots that rarely if ever have tickets issued to those with no permits such as students.
  - f. There are instances where vehicles have been towed without any warning. Is there a way to notify employees when they are in danger of having their car towed.
- 5. [University Planning Committee Annual Report Draft](#)