

## OTHER- FM Team - Webpage

Activity	Who	Form/Hyperlink
<b>Step 1:</b> Webpage update required	Employee, Admin, Director; anyone can note changes needed	N/A
<b>Step 2:</b> Email to designated webpage manager	Employee, Admin, Director; anyone can note changes needed	Link to list of webpage managers for each section
<b>Step 3:</b> Designated webpage manager determines if it is a minor change or substantial change. If a substantial change, forward to director to share and discuss at SLT meeting.	Webpage manager	N/A
<b>Step 4:</b> If a substantial change: Discuss at SLT, determine next steps and send back to webpage manager. If a minor change: Move to Step 5	Unit Director for the section	N/A
<b>Step 5:</b> Create a new draft for the designated page to make updates	Webpage manager	<a href="https://cms.wmich.edu/user">https://cms.wmich.edu/user</a>
<b>Step 6:</b> Change draft to "needs review" and inform IT manager	Webpage manager	<a href="https://cms.wmich.edu/user">https://cms.wmich.edu/user</a>
<b>Step 7:</b> Review draft, check for errors and publish.	IT Manager	<a href="https://cms.wmich.edu/user">https://cms.wmich.edu/user</a>

**Asylum Lake Preserve**

- 1 ?
- 2 Erik Dantes

**Facilities Management**

- 1 Laura Kirkendall
- 2 Erik Dantes
- 3 Gloria Johnson
- 4 Doug Lloyd

**Architecture and Design**

- 1 Doug Lloyd
- 2 Erik Dantes
- 3 Laura Kirkendall

**Construction**

- 1 Shannon Sauer-Becker
- 2 Erik Dantes
- 3 Laura Kirkendall

**Custodial Services**

- 1 Terri Simmons
- 2 Nick Schmidt
- 3 Jade Hart
- 4 Erik Dantes
- 5 Laura Kirkendall

**Engineering**

- 1 ?
- 2 Erik Dantes
- 3 Laura Kirkendall

**Landscape Services**

- 1 Cassandra Duchesneau
- 2 Erik Dantes
- 3 Laura Kirkendall

**Maintenance Services**

- 1 Dion VanAtter
- 2 Erik Dantes
- 3 Laura Kirkendall

**Planning, Space Management and Capital Projects**

- 1 Chris Pyzik
- 2 Katie Jacobs
- 3 Erik Dantes
- 4 Laura Kirkendall

**Power Plant**

- 1 Tara Tresh
- 2 Erik Dantes
- 3 Laura Kirkendall

**Transportation Services**

- 1 Jeff Alexander
- 2 Erik Dantes
- 3 Laura Kirkendall

**Kleinstuck Preserve**

- 1 Paul MacNellis
- 2 Erik Dantes