UNIVERSITY OF MARY WASHINGTON
where great minds get to work

Scheduling Task Force
Meeting Minutes

Date: Monday, November 18, 2013, 2 p.m.

Location: Lee Hall, Room 414

Present: Hall B. Cheshire, Acting Chief Information Officer; Rita F. Dunston, Registrar; Megan L. Higginbotham, Assistant Director of Student Activities and Engagement; Susan E. Knick, Director of Scheduling and Events; Louis A. Martinette, Associate Professor; Jeffrey W. McClurken, Co-Chair; George R. Meadows, Professor; Keith E. Mellinger, Associate Professor of CAS and Interim Director of Academic and Career Services; John T. Morello, Associate Provost for Academic Affairs; Christine M. Porter, Director of Residence Life and Commuter Students; Debra J. Schleef, Chair/Professor; Gerald Slezak, Director of IT Support Services; M. Gregg Stull, Chair/Professor; Linda R. Thornton, Associate Director of Business System Analysis; Martin A. Wilder, Co-Chair; Mathew C. Wilkerson, Director of Institutional Research

Absent: Douglas N. Searcy, Vice President for Student Affairs; Susan B. Worrell, Special Assistant to the President for University Events

1. EMS Features List
   - The committee reviewed the list of features for EMS by determining items in each section that need to be addressed more thoroughly by EMS.
   - Room Scheduling:
     o Does the user-defined booking status include the ability to restrict who can book and create levels of user-access?
     o What is an independently managed facility?
     o What is enhanced video conference search capability?
     o Where is granularity addressed for prioritizing academic scheduling?
   - Academic Scheduling:
     o Ability to run and compare different classroom optimizations is a new feature for EMS; would like more information on this feature.
     o How quickly you can readjust or change the system?
     o What are the attributes and what is customizable?
     o What are the options for centralization or distributed scheduling?

- Shared Workspace Management
  - o Would like more information or a description of the following: variety of ways to determine 'presence' and gather actual attendance data; and simple check-in/check-out process ensures accurate utilization reports."
- Customer Relationship Management
  - o No comments or questions.
- Event Management and Meeting Services
  - o How do we create the inventory of resources and how does it get put into the system? Will we have a template for collecting and organizing inventory information? What kind of flexibility is there?
  - o Badge printing would be a nice option but is not necessary; consider the cost and functionality.
- Billing and Accounts Receivable
  - o How does the system integrate with Banner? (i.e. rooms, charges, etc.)
- Reporting and Analytics
  - o Which reports are built in?
  - o Who can access the reports? What is the technical expertise required to use queries?
  - o If a committee member is aware of a specific report required by his or her area, please have it put into a scenario.
- Online Reservations
  - o How does the mobile-device interface work?
  - o Interactive floor plans would be interesting to know about as an option.
- Online Master Calendar
  - o Not part of EMS Campus, it is an add-on that would need to be purchased separately for $2,500.
- Online Registration and Surveys
  - o The online registration and surveys are an add-on, and not a necessity.
- General and Technical
  - o Are there a limited number of end users? Client access should be unlimited.
- Optional Modules
  - o Some modules are included in EMS Campus.
  - o Does the video display interface work with Room Reservation and Eagle Vision?
  - o Would like to know more about the EMS Kiosk.
- Integration with Other Systems
  - o OrgSync is a system for forms and events used by Student Activities; currently works with R25, although EMS is working to integrate with OrgSync.
- Any other items to be covered:
  - o Everyone agreed that their area's concerns are addressed within the features list.

2. JMU's EMS Contract
   - State contract Campus Server License initial purchase is $65,000 including academic and event scheduling, and unlimited client access and licenses.
   - Additional purchases might include Interface with Banner ($5,000), Master Calendar ($2,500), plus consulting and professional services, and hardware purchases (estimated $100,000).
   - Will ask EMS about the differences between calendar licenses.

3. EMS Demo at UMW
   - EMS has recommended having preliminary discussions with certain departments to fully understand the needs of the university community before hosting an on-campus demonstration.
   - Will ask EMS whether implementation would be completed gradually or in one step.
   - Committee decision to provide EMS with the committee's lists of needs, allow them to clarify their questions by contacting individual departments, and then plan an on-campus visit for January.
   - Committee identified contacts for each area that would meet with EMS in advance of the demo.

Next Meeting: Monday, December 2, 2013 at 2 p.m., Lee Hall, Room 414

Prepared by: Erika Spivey
Project Coordinator
Office of Events and Office of the President