



## Scheduling Task Force Meeting Minutes

**Date:** Monday, November 4, 2013, 2 p.m.

**Location:** Jepson Alumni Executive Center, Minor Board Room

**Present:** Hall B. Cheshire, Acting Chief Information Officer; Rita F. Dunston, Registrar; Louis A. Martinette, Associate Professor; Jeffrey W. McClurken, Co-Chair; 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; Susan B. Worrell, Special Assistant to the President for University Events

**Absent:** Susan E. Knick, Director of Scheduling and Events; Megan L. Higginbotham, Assistant Director of Student Activities and Engagement; George R. Meadows, Professor; Douglas N. Searcy, Vice President for Student Affairs

### 1. Procurement

- The University has moved to Level Two status, meaning that the thresholds for procurement and project management have been moved up. This provides more flexibility for procuring technology and managing it without a lot of oversight.
- The University is allowed to move forward and approach EMS directly.

### 2. Discussion of Scenarios and the List of Needs

- Scenarios can be combined into 5-6 general questions that would address the specific situations explained in the scenarios.
- Suggestion to have infrastructure questions answered in advance so the demo is spent on scenarios.
- Suggestions for the List of Needs:
  - o Add a scenario that involves the ability to post charges to a financial system (Banner) for groups that want to process invoices for charges on room spaces.

- Add a question about submitting requests in “wait time” to be held until the schedule is available for that time frame.
- Add about the options for decentralized scheduling by different academic departments and within those areas. Talk to colleges about the current scheduling procedures that might need to be integrated into the new system.
- Add a question about scheduling room turn-around time.
- Clearly define “optimization” through subsequent questions or scenarios.
- Discussion about centralization and decentralization of the new system. The goal is to determine the capabilities of the system.

### 3. Moving Forward

- Will edit the list of needs and scenarios and send a final list to EMS.
- Want “yes/no” answers to the list of needs and whether EMS can support those needs.
- IT would like a separate call with EMS team for technological questions.
- Jerry Slezak will edit the scenarios in 5-6 situations to be addressed during the demo.
- Edits to the List of Needs should be submitted by Wednesday, November 6.
- The final List of Needs will be sent to EMS and a demo will be scheduled.

Next Meeting: Monday, November 18, 2013 at 2 p.m., Lee Hall, Room 414

Prepared by: Erika Spivey  
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