



Scheduling Task Force Meeting Minutes

Date: Monday, October 21, 2013, 2 p.m.

Location: Lee Hall, Room 414

Present: Hall B. Cheshire, Acting Chief Information Officer; Rita F. Dunston, Registrar; 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; Christine M. Porter, Director of Residence Life and Commuter Students; Debra J. Schleef, Chair/Professor; Douglas N. Searcy, Vice President for Student Affairs; 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: Megan L. Higginbotham, Assistant Director of Student Activities and Engagement; John T. Morello, Associate Provost for Academic Affairs

1. Discussion of Procurement Options

- As EMS is the only system on a state contract, the committee was given the decision to move forward with a demonstration of EMS or move into the RFP process.
- Schools that use EMS have reported high satisfaction with system. EMS has four options and the suggested one is Campus, which integrates more academic features.
- The committee unanimously decided to move forward with a demonstration of EMS.

2. Next Steps: Refining List of Needs and Developing Scenarios

- Task force members were solicited to work on refining the list of needs or developing scenarios, as well as to begin preparing for the campus demonstration.
- For the demonstration:
 - o Follow up with contacts at other institutions and ask for recommendations going into the demo process
 - o Write a proposed agenda for the demo that follows a timeline and addresses each area of concern

- Invite the University community to view the demonstration
- Have refined list of needs and scenarios by November 18

3. Other Business

- Suggestion was made to begin looking at implementation and policy recommendations and committee members volunteered to discuss the issue.
- Suggestion was made to consider inviting an EMS end user to visit with the task force to demonstrate and share first-hand experience with use of the system.

Next Meeting: Monday, November 4, 2013 at 2 p.m., Minor Board Room, Jepson Alumni Executive Center

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