Scheduling Task Force
Meeting Minutes

Date: Monday, December 2, 2013, 2 p.m.

Location: Lee Hall, Room 414

Present: Hall B. Cheshire, Acting Chief Information Officer; Susan E. Knick, Director of Scheduling and Events; 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; Douglas N. Searcy, Vice President for Student Affairs; 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: Rita F. Dunston, Registrar; Megan L. Higginbotham, Assistant Director of Student Activities and Engagement; George R. Meadows, Professor

1. EMS Conference Call Feedback
   a. Events and Conferencing – EMS is able to meet all of the events needs of UMW (multiple bookings, inventory, etc.). It also interacts with Social Tables, a program currently used to do diagramming, list population, etc. EMS is considering how it might be able to work with facilities to replace or interact with their current scheduling system. A 45-minute question and answer session with EMS is recorded and available.
   b. IT – EMS reviewed IT’s questions but did not have answers during the conference call. A second conference call or a demo session will be set up to address the questions.
   c. Academic Scheduling – EMS learned about the UMW academic scheduling process and discussed issues with the current process, integration with Banner, and state reporting requirements. The group was able to get an understanding of how users input requests and preferences when looking for spaces. EMS indicated that integration with OrgSync is on the radar, but the timeline is not set.
2. **Online Demo**
   a. The online demo will take place December 16, 2013, 2-4 p.m. in Lee Hall, Room 414. The recorded session will be available afterwards.
   b. Need to follow up regarding the IT and technical questions for EMS to determine when those questions will be addressed.

3. **Onsite Demo**
   a. The onsite demo will take place on January 21, 2014 in Lee Hall, Room 412. Need to determine whether EMS will allow the session to be recorded.

Next Meeting: Monday, December 16, 2013 at 2 p.m., Lee Hall, Room 414

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