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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

Prepared by: Erika Spivey
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