



## Scheduling Task Force Meeting Minutes

**Date:** Monday, December 16, 2013, 2 p.m.

**Location:** Lee Hall, Room 414

**Present:** Committee Members

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; 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

\*Participated remotely.

Guests

Mary Gendernalik-Cooper, Dean, College of Education; Kenneth D. Machande, Associate Professor, College of Business; Allyson P. Moerman, Associate Vice President for Finance; Mark A. Mermelstein, Director of Campus Recreation; John P. Wiltenmuth, Associate Vice President for Facilities Services

**Absent:** Debra J. Schleef, Chair/Professor

1. EMS Online Demonstration

- a. EMS led the committee through an online webinar and demonstration to provide an overview of the scheduling system and answer questions.
- b. Committee members were asked to submit additional questions to be answered or reviewed during the onsite training.

2. On-Site Demonstration

- a. EMS will be on campus on Tuesday, January 21, 2014 to provide a more in-depth demonstration. The demo will be open to the UMW community.

Prepared by: Erika Spivey  
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