Scheduling Task Force
Meeting Minutes

Date: Monday, February 17, 2014, 2 p.m.

Location: Monroe Hall, Room 211

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; Mark A. Mermelstein, Director of Campus Recreation; 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: Keith E. Mellinger, Associate Professor of CAS and Interim Director of Academic and Career Services; Douglas N. Searcy, Vice President for Student Affairs;

1. Update on Final Feedback from the UMW community
   a. The task force did not receive any further feedback from the UMW community regarding the extended online demonstration of EMS.
   b. All task force members were in favor of moving forward with EMS.

2. Defining Reasons for Selecting EMS
   a. The task force gave the following reasons as to why UMW should move forward with EMS:
      i. EMS is on a state contract.
      ii. The product meets the needs of the University.
      iii. Many peer institutions are successfully using EMS.
      iv. There is no other product on the market that is better than EMS.

3. Discussion on Implementation Recommendations

a. The task force confirmed their role in providing recommendations on implementation to assist the President in understanding the scope of the implementation process.
b. The task force recommended pursuing all four add-ons to the EMS system: Outlook integration, Master Calendar, Regics, and Glance.
    i. The task force noted that each add-on would require management and personnel to make it successful.
c. The task force recommended that EMS be integrated with two current University systems: OrgSync and the Active Directory.
d. The estimated implementation time is nine months to one year. The task force recommended bringing the events scheduling online first, followed by academic scheduling in correlation with the start of the fall semester.
e. The task force discussed issues to be resolved for moving forward with the inventory development:
    i. Current inventories are kept by individual departments, but each may not be up-to-date or complete. All inventories would need to be consolidated into one inventory.
    ii. The type of data for the inventory would need to be determined.
    iii. Not all rooms on campus are identified by a number or name. Rooms would need to be given numbers or labels.
f. The task force discussed personnel for implementation and long-term management:
    i. The task force recommended either one project manager or a group of three project managers for the implementation process.
    ii. It was recommended that a policy group be created that is a subset of the President's Cabinet and representative of all areas on campus.

4. Next Steps
    a. Task force members should submit their written ideas on implementation to espivey@umw.edu by Friday, February 21.
    b. Erma Baker will continue looking into the financial estimates and Hall Cheshire will work on the technical and hardware aspects.
    c. The goal is to have a report to the President within two weeks.

Next Meeting: To be determined.

Prepared by: Erika Spivey
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