

Non-Academic Sub-Council Meeting Minutes

April 8, 2014 (Thursday)

2:00pm – 3:00pm. Barge 304

Present: Sue Noce, Tina Short, Chris Huss, John Swiney, Lindsey Ulrich, Lucinda Lunstrum, Lindsey Brown, Tim McGuire, Bill Yarwood, Mickey Parker, Michael Moon, Cindy Rickey, Jared Jakeman, Lynn Hutchins, Delanya Brecken, Jesse Nelson. **Absent:** Connie Williams, Jill Hernandez

Agenda Items:

Business Cases:

CWU Building Inventory & Classification of Interior Spaces (Mickey Parker)

The Facilities Management Department needs to purchase the AIM space module software to classify interior building spaces and keep an accurate furniture inventory. FMD has been approached by executive management to provide a complete inventory of the interior space information as soon as possible. Currently, R25 provides some classroom and meeting room information, but not nearly all of what is needed, is included in R25.

In order to provide one location for all of the data that is needed: inventory, square footage, ect. FMD would like to purchase the AIM space module. Currently we have the AIM Property Manual; the property manual is used by FMD and work control to number all of the CWU buildings. The main benefit of purchasing the AIM space module is the combination of the two modules. This will provide the necessary information for planning, budgeting, and RCM processes. Also, a master data base of interior space information will be developed, updated, and maintained in one system. The data base will interface with R25 and other resources and scheduling software required by the Registrar's office and Scheduling Center. The benefit for RCM is that academic and other departments will know how much square footage is assigned to them. With the initiation of RCM, the departments of CWU are required to provide the amount and uses of square footages under their direction. This will help determine the budget allotment per department.

Some training will be required for uses of existing software and new software; many departments will contribute and benefit from the new module. The cost is \$50,000 with an annual service cost of \$9,000. These costs already have source funding and the project needs to start and finish as quickly as possible.

John Swiney motioned to approve, Jared Jakeman seconded the motion.

New Concept/Idea Requests:

Setup Garnishment Module (Cindy Rickey)

CWU Payroll would like to utilize the PeopleSoft garnishment module. This module would provide time saving calculations using correct garnishment withholding, then report the information to the

organization and employee. This module will save time and reduce the risk of error from manual calculations.

Lynn Hutchins indicated the amount of time it would take to set-up and implement would be around 1.5 months. Cindy stated it's not a huge rush, but the sooner the better since the amount of garnishments is continually increasing.

John Swiney motioned to approve, Tim McGuire seconded the motion. Tina Short suggested we soon put together another priority list for our mid-level items.

Advisor Assignment (Jesse Nelson)

Currently students who re-enter the university are assigned their last known advisor. This needs to be updated so those students are flagged and then assigned a new advisor that would best suit them upon re-entry. The student would automatically be assigned "faculty wildcat" so staff know to find them a new appropriate advisor. This would help enhance student success and increase retention.

Tim McGuire suggested the option of flagging them on the way out. The issue with that proposal is some students don't totally leave the university; they simply take a leave of absence and are not flagged in the same way. The overall group consensus is to find a way to flag these students and to work out the details with IT.

Lindsey Brown motioned to approve, Jared Jakeman seconded the motion.

Automate Process for Non-CWU User to Gain Novell Accounts (Delayna Breckon)

We need a process/intake application that will automatically generate a Novell account for non-CWU student/staff. The accounts generated are needed for non-CWU users to participate in the Canvas learning management system to be part of cross-institutional collaboration in research and scholarship.

The group discussed the possibility of these individuals needing accounts to make their own account through Canvas, but the issue of security came into play. Over the group would like to provide a guest account and access for outside users. However, since there is so much unknown with security and guidelines, this solution request will be tabled until some questions can be answered by the information security office.

Approve March 20th Meeting Minutes:

Lindsey Brown moved to approve, Lucinda Lunstrum seconded the motion.