

Business Technology Advisory Council Meeting Minutes

October 18, 2016 (Tuesday)

2:00 – 3:00 pm Barge 412

Present: Adrian Naranjo, Chris Huss, Jamie Thomas, Jared Jakeman, Jill Hernandez, Natasha Ruffin, Patrick Turner, Richard DeShields, Shane Scott, Sharon O'Hare, Steve Wenger, Sue Noce, Tim McGuire, Tina Short, Cindy Rickey, Lisa Conn, Charlene Bane

Absent: Joel Klucking, Kelley Christianson, Lindsey Brown, Staci Sleigh-Layman, Todd Mildon

Agenda Items:

I. Introduce new BTAC Members, Natasha Ruffin and Patrick Turner

Adrian introduced new BTAC voting members Natasha Ruffin, Student Representative, and Patrick Turner, Institutional Effectiveness Representative.

II. Approve September 15th Meeting Minutes

September 15th Meeting Minutes: Chris Huss moved to approve, Shane Scott seconded, all in favor, minutes approved.

III. Updates/Approvals:

ATAC Updates (Tina Short):

- ATAC has met twice this month, October 3rd and 17th. The notes from the October 3rd meeting were sent with this meeting's agenda. Two new members were introduced at the October 17th meeting from CEPS and CAH. Please visit the ATAC webpage at <https://www.cwu.edu/associate-provost/academic-technology-advisory-council-atac> for meeting minutes.

EISC Updates:

- Update on ePerformance

IS Updates:

- Tina Short and Charlene Bane presented Updates on IS Projects
 - Tina gave a brief overview of the IS Project Portfolio and the 2020 timeline. The portfolio included Auxiliary, PeopleSoft, and DataWarehouse projects from January 2016 through June 2017.
 - Charlene presented on CAPS+, an automated degree planning tool that will display courses required for degree completion in a user-friendly graphical interface that allows students to visualize their academic progress. The system would alter both students and Advisors when a student performs an action that conflicts with the established plan. The system also supports course, section and Faculty planning. Currently the CAPS+ projects is in the configure and design phase (8/2016-12/2016). The go live date is scheduled for 4/16/2017.
 - Charlene also provided an update on the MyCWU Upgrade. The benefits to the upgrade include mobile-friendly technology, the latest defensive solutions that improve security, continued vendor support, continuous service improvement and full system integration with all systems on

PeopleSoft 9.2. This project is in the configure and develop phase (November 17-March 10) with the next phase, test and train, from March 13-April 7. The go live date is scheduled for 4/16/2017. During the upgrade there will be soft freezes (some features can load) and hard freezes (system locked) to the three systems (CS, FMS, HRIS) as follows:

MyCWU Upgrade		
Freeze Dates		
System	Soft Freeze	Hard Freeze
Campus Solutions	November 4, 2016	December 22, 2016
Financial Management	December 22, 2016	February 23, 2017
Human Resources	December 22, 2016	February 23, 2017

There will be reminders sent to groups about the freezes with instructions. Cindy Rickey stated that the timing of go live is not ideal for Payroll as time may not be able to be entered and approved during the short pay period. Jill let the group know that they are mitigating risk, they will be meeting with people before hand and it'll be all hands on deck at that time. Tim stated that the FMS/HR systems will likely go off line Friday after 5 p.m.

- Tina provided an update on Auxiliary Projects: 1) Fusion, the Recreation Center’s new system software, went live September 1st and is going well; 2) TouchNet/Fusion payments have 3 areas to track: TouchNet, Fusion & PeopleSoft; 3) Disability Support Services provides alternative media materials to students on campus and to other universities around the nation with alternative media that is auditable; 4) Conference and Catering are moving to ConfereceHost and also enabling payments using TouchNet/Adirondak (Marion Andrin is leading this project). The TouchNet/Adirondak project kicks off the beginning of November; 5) Wildcat Shop electronic shelf tags, Steve Wenger stated that the provider asked CWU to hold off (waiting on provider and facilities), go live beginning of 2017 summer. Electronic shelf tags will allow for immediate changes of book cost on the shelf and will be stored by author. Students will have the ability to use their phone, enter CWUID, and find their books. The new tags will cut down on congestion in the store. Jill and Steve will look at a custom PeopleSoft feed again.
- For information on IS project updates, please see the IS Project Management webpage at: <http://www.cwu.edu/project-management/>

Task Force Update on Preferred Name:

- Jared Jakeman stated that there was an update to the Library feed, Auxiliary Campus. Several pages in PeopleSoft show preferred name. Modified the view so both primary and preferred name are shown. Tested scripts and are reviewing queries. The preferred names need to exist both in PeopleSoft Campus Solutions and HR systems. Need to add in automated communications.

III. Other Business Items:

- Tim McGuire provided an update on Joel Klucking's request for a CWU Financial Reports Link on MyCWU. It is in configure/development process. Information Services is working with the Budget Office to locate the correct reports to show on the link.
- Adrian Naranjo provided an update on SharePoint. His area was one of the pilot groups. They are using it for document sharing/version control/retention rules. They are also using calendar features. The department has found it very useful.
- Adrian Naranjo discussed the request from Faculty Senate about faculty consultation on new Solutions Requests/Business Cases that may impact faculty. Jill recommended that Adrian touch base with Gene Shoda. Gene is currently working with Sathy Rajendran (Faculty Senate Chair) on other issues. There is not a clear definition on "which items and what they want to review" from faculty at this time. Sharon O'Hare recommended the Provost define the what/how (definition of faculty consulting and also what Information Technology items will be reviewed) and that the final answer should come from the Cabinet level. This should be put on as an agenda item to the Cabinet.
- Deadline for submitting new Solution Requests/Business Cases – not discussed at this meeting
- **Richard DeShields asked the group to please watch for the sexual assault survey to be sent out on October 24th. Please talk it up with your units and help get the word out to take the survey. You may win tickets to a sporting event for family of 4!**