

## **Business Technology Advisory Council Meeting Minutes**

**July 20, 2016 (Wednesday)**

**3:00 – 4:00 pm Barge 412**

**Present:** Adrian Naranjo, Chris Huss, Jared Jakeman, Jill Hernandez, Joel Klucking, John Swiney, Kelley Christianson, Lindsey Brown, Richard DeShields, Sharon O'Hare, Sue Noce, Tim McGuire, Tina Short, Todd Mildon, Jason White

**Absent:** Jamie Thomas, Nina Oman, Shane Scott, Steve Wenger, Staci Sleigh-Layman

### **Agenda Items:**

#### **I. Approve June 15th Meeting Minutes**

June 15th Meeting Minutes: Lindsey Brown moved to approve, Joel Klucking seconded, all in favor, minutes approved.

#### **II. Solutions Requests:**

##### **Milestone Pagelet Access**

Registrar Services is requesting that the Academic Advising and Registrar Services staff have access to the new English and Math Placement page that is currently available to students. Providing access will save time on student placement and allow staff to see what students already see.

Todd Mildon moved to approve, Chris Huss seconded, all in favor, request approved

#### **III. Updates/Approvals:**

##### **ATAC Updates (Lindsey Brown):**

- Did not meet, meeting postponed.

##### **EISC Updates (Joel Klucking):**

- Discussed Business Case Template. Chris Schedler presented a revised template that the committee approved. The template will be uploaded to the EISC website.
- Nina Oman will serve as the EISC Chair for the 2016-2017 AY starting in September 2016.

##### **IS Updates (Jill Hernandez):**

- Some of the projects that IS is currently working are MyCWU Upgrade (which includes upgrading Campus Solutions from 9.0 to 9.2, PeopleTools upgrade, upgrades to both database upgrade and the portal). The process will take approximately 9 months to complete. They will be working with business owners during the months of October and November. The go live date is April 16, 2017. Tim mentioned that the workload in IS is busy with the upgrade and that it will have an impact on business cases and solutions requests. Image applications may roll into the 9.2 upgrade and roll out in April 2017.

##### **Task Force Update on Preferred Name:**

- The task force has met once. They reviewed the executive order and assigned responsibilities. The next meeting is scheduled for August 3<sup>rd</sup> to compare notes and set priorities. They will also discuss where and how preferred name is used and what systems are affected.

### III. Other Business Items:

#### **Student Representative Discussion**

- One application was received for the position of BTAC Student Representative (Natasha Ruffin). The committee reviewed Natasha's application material and discussed the next steps in the process. Richard DeShields explained that the next step is to go through Student Government and to contact Brittany Kinsella. The application then goes through the Provost. The Student Representative will be a voting member of the BTAC. Lori will send a recommendation to Student Government.

Lindsey Brown moved to approve, Joel Klucking seconded, all in favor.

#### **Document Imaging (Impact to Current Projects)**

- The RFP is in the queue to move forward. Stuart Thompson has asked for written financial approval before starting the RFP process. Jill asked if the timing of this project would be after the upgrade. Lindsey stated the timeframe is uncertain until the RFP has been completed.

#### **Picture Uploading in Outlook**

- Next week all faculty and staff Connection Card office photos will be visible in Outlook. The same logic will apply for those who declined photos previously. Another round of employee photo retakes will be offered through the Connection Card office and an announcement will be posted on *Central Today*.

#### **Future Agenda Items**

- Faculty Senate consultation on new business cases and solutions requests.