

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

**December 12, 2014 (Friday)**

**11:00am – 12:00pm. Barge 412**

**Present:** Tina Short, John Swiney, Lindsey Ulrich, Bill Yarwood, Jill Hernandez, Jamie Thomas, Tim McGuire, Joel Klucking, Steve Wenger, Jared Jakeman, Lee Davis. **Absent:** John Swiney, Chris Huss, Sue Noce

### **Agenda Items:**

#### **Business Cases:**

##### ***Pitney Bowes Send Suite (Lee Davis)***

Major changes are coming to the parcel shipping industry. Mail Services within Facilities Management would like to implement Pitney Bowes SendSuite Live. Both FedEx and UPS are implementing rate changes; charging dimensional weight pricing to all shipments. Dimensional weight pricing is based on package volume, the amount of space a package occupies in relation to its actual weight.

The benefit of SendSuite Live is the capabilities given to the consumer (CWU departments) to rate shop and determine which carrier will provide the best rate for their packages. SendSuite also allows departments to validate shipping addresses from their desktops, create electronic shipping requests, enter departmental billing information, and again shop for the best rate.

Giving departments more access in the shipping process will reduce the amount of manual work in the Mail Services department-- which will keep them from needing to hire another student. All of these things will save CWU time and money.

The IT department will need to set up the virtual server and connect with Pitney Bowes. Funding has already been allocated and will cost \$5,952 annually under a 60 month lease. The server license is \$400 annually, and departments wanting to print their own labels will need to purchase a printer and scale at \$205 each.

Joel Klucking moved to approve. Lindsey Brown seconded the motion.

#### **Project Updates:**

##### ***Discuss BTAC Membership and Purpose (Joel Klucking)***

The Enterprise Information System Committee (EISC) has reviewed both sub-committees. The Non-Academic Sub-Council (NASC) has been re-named to the Business Technology Advisory Council (BTAC). BTAC has the ability to make low to mid-level decision regarding enterprise technology needs/requests. BTAC has been charged to seek opportunities for improvement much like the Academic Technology Advisory Council (ATAC) does. Committee members should be looking for ways to streamline processes, while continuing to accept business cases, and project requests from outside members.

**Approve September 9<sup>th</sup> Meeting Minutes:**

Bill Yarwood motioned to approve, Jill Hernandez seconded the motion.