

**Business Technology Advisory Council Meeting Minutes**  
**February 18, 2016 (Thursday)**  
**2:00pm – 3:00 pm. Barge 412**

**Present:** Staci Sleigh-Layman, Joel Klucking, Tina Short, Lindsey Brown, Jamie Thomas, Jared Jakeman, Dan Matthews, Nina Oman, Tim McGuire, Todd Mildon, John Swiney, Jill Hernandez, Chris Huss, Nathan Hill, Sue Noce, Carolyn Thurston, Inti Valverde, Lidia Anderson

**Absent:** Richard DeShields, Bill Yarwood, Steve Wenger, Kelley Christianson, Adrian Naranjo

**Agenda Items:**

**I. Solutions Requests:**

**Update CLM Campus Receivables Collector from 2.6.0 to 3.2.0**

Student Financial Services is requesting an update to Campus Loan Manager Campus Receivables Collector (CLM CRC) from 2.6.0 to 3.2.0 (6 versions). Upgrading to version 3.2.0 would allow SFS to efficiently begin the batch process of assigning delinquent Perkins loan accounts to the Department of Education in preparation for ending of the program in September 2017. Several questions still need to be answered, however as this version of the system is at its end of life, the upgrade to version 3.2.0 needs to be done. Staci requested that Kelley Christianson present this Solutions Request again at the next BTAC meeting on March 13th to answer more questions.

**Academic Standing and Early Alert Icons**

Student Success is requesting that two columns be added to the list in MyCWU for faculty advising and professional users to show when a student has any early alert submitted for them in a given quarter and to denote Academic standing by quarter. This would provide advisors quick and easy access to their list of advisees indicating which students are on warning, probation, etc. and if there is an academic alert associated to them. Currently queries are run, or built, to get this information.

John moved to approve, Staci seconded, all in favor, request approved.

**II. Updates/Approvals:**

**College Scheduler Update:**

Lindsey Brown provided an update to EISC and the contract has been approved and signed. This project will have the same timeline as Bundle 40 and go live date is scheduled for March 12<sup>th</sup>. Tina asked what the change management plan was. Lindsey explained that they will start with small pilot groups for spring, possibly Discover Orientation students. Early users need to be identified. Full roll-out is scheduled for Fall Quarter.

**Recreation Center Software Replacement Update:**

There is an option to upgrade the current Rec system software, however Nate Hill requested to go out for an RFP to see what other systems are available. Tim asked when this might be implemented. Nate indicated that they would like to start the RFP now and are planning to begin the contract before summer and have a new system in place by Fall quarter.

**OMWBE Report Request:**

Tina Short described that Purchasing has to report data to OMWBE which is now a manual process. Purchasing is requesting a report be created that is more automated. The next report is due at the end of March.

**Reduce # of Checks Initiative**

Tina Short described that CWU produces lots of checks to pay vendors. This initiative is designed to reduce the number of checks the University prints. One option is to use a master credit card to pay vendors. Another option is to have employee reimbursements done through the Travel and Expense Module. There is delivered functionality in the system for this option but a new workflow would need to be designed. There was some discussion on checks being printed for employees and students where direct deposit could be used. It was discussed that we need to do more marketing to try to get more employees and students to use direct deposit. A Solutions Request has been submitted.

**2016 Maintenance & Operations Updates:**

Jill provided a chart of the IS 2016 maintenance and operations updates (attached).

**Review of 2015 Approved Solution Requests/Prioritization:**

Jill provided a list of 2015 BTAC Solution Requests (see attached). Jared, Jamie and Tim provided updates to each of their areas.

**ATAC Updates:**

- Natalie Lupton will be new chair for the upcoming year
- Open Access for scholarship was presented by Sean Lind
- Update on Proctoring Task Force
- Credit Fee discussed
- Reiterated IS change regarding [firstname.lastname@cwu.edu](mailto:firstname.lastname@cwu.edu) email as Primary option vs [username@cwu.edu](mailto:username@cwu.edu)
- Improvements to Faculty180
- Looking for a new vendor for DE system (Demos by Polycom)

**EISC Updates:**

- Environment Health and Safety presented on Chemical Inventory Project Review
- Lindsey Brown presented College Scheduler update
- Printing Station Pilot Update provided by Gene Shoda
- Covina presented on the Student Tech Fee Council update
- Discussed going back and looking at business cases have been approved and how they are going

**III. Other Business Items:**

**Bylaws Discussion**

Tabled.

**Approve January 14<sup>th</sup> Meeting Minutes**

To be reviewed/approved March 14<sup>th</sup>.